

(b) (6)

SUMMARY OF QUALIFICATIONS

Served the past twenty-one years with U.S. Customs and Border Protection (CBP) as a keen leader with extensive knowledge of directing major policy programs, CBP law, and leading employees. Before joining CBP, served eight years in the U.S. Army as a Medical Specialist with core values of vigilance, service to country and integrity. Currently works as a Management and Program Analyst and Alternate Designated Federal Officer and manages a broad portfolio of policy and external engagement programs, including Federal Advisory Committee Act (FACA) Working Groups and Subcommittees for CBP's Commercial Customs Operations Advisory Committee. Traveled extensively, on behalf of CBP, and trained hundreds of federal personnel at CBP ports of entry and the Federal Law Enforcement Training Centers. Highly educated and articulate writer of various government correspondences, including executive briefings, manuals, and policy directives.

EDUCATION

Master of Science in Business Administration

Nova Southeastern University

Bachelor of Science in Business Administration

Organizational Management

Voorhees College

Associate of Science in Business Administration

Office Systems Technology

Denmark Technical College

Medical Specialist Diploma

U.S. Army Advanced Training

PROFESSIONAL EXPERIENCE

Department of Homeland Security

U.S. Customs and Border Protection

Office of Trade Relations (OTR)

Office of the Commissioner

1300 Pennsylvania Avenue, NW, Suite 3.2A

Washington, DC 20229

Management and Program Analyst, GS-0343-14/7

Alternate Designated Federal Officer

August 2014 – Present

Salary - \$151,479

OTR serves as CBP's voice to the trade community, external stakeholders, and partner government agencies on behalf of the CBP Commissioner.

CBP Commercial Customs Operations Advisory Committee (COAC)

The COAC advises the Commissioner, Secretaries of the Department of the Treasury, and the Department of Homeland Security (DHS). The COAC provides recommendations on improvements to the commercial operations of CBP and related Treasury and DHS functions. As the Alternate Designated Federal Officer, I manage a broad portfolio of policy and external engagement programs, including Federal Advisory Committee Act (FACA) Working Groups and Subcommittees for COAC.

- Support the day-to-day operations of COAC, including meeting planning, membership and records management, web site maintenance and activity reporting.
- Develop federal register notices, high-quality memos, talking points, presentations, briefings, and other correspondence for senior leadership.
- Attend COAC, subcommittee, and working group meetings on a bi-weekly, monthly, and quarterly basis.
- Lead the completion of comprehensive reviews to ensure reporting, operations and governance are compliant with FACA.
- Compile and track recommendations submitted by the COAC members.
- Develop and maintain standard operating procedures, project and work-plans related to the management of COAC.
- Manage internal and external stakeholder meetings and messaging for the CBP Commissioner and Deputy Commissioner.
- Prepare executive level briefing materials and policy directives for the Commissioner and Deputy Commissioner.
- Served as Program Manager Team Lead for six years and attended high-level executive meetings and provided Congressional Briefings to the U.S. Senate Finance, and House Ways and Means Committee on behalf of the Executive Director.

CBP Trade Facilitation Summit and External Stakeholder Engagement

The Summit brings together CBP leadership, executives, and managers from a broad spectrum of the international trade and transportation community for a discussion of the agency's top priorities and initiatives. Attendees represent Importers, Exporters, Carriers, Brokers, Attorneys, Trade Associations, other Government Agencies, Congress, and the Press.

- Coordinate the Commissioner's and Deputy Commissioner's participation for the Summit and other external stakeholder engagement held by members of the trade community.
- Work with other government offices and agencies, including the Department of Commerce and Congressional Affairs regarding trade policy issues and public events.
- Developed and oversaw the budget, contract, comprehensive policy plan, and standard operating procedures for the summit to reflect CBP's innovative solutions for organizational improvements.

CBP Reference: (b) (6)

**Department of Homeland Security
U.S. Customs and Border Protection
Office of Field Operations
Cargo and Conveyance Security, Suite 2.5A
Washington, DC 20229**

**Program Manager (Import Specialist) GS-1889-13/5
September 2006 – August 2014**

Managed several International Trade Programs, analyzed security risks, and developed new trade policies and metrics to stop illegal activities. Served as the lead for CBP Headquarters and provided guidance and expertise to CBP field personnel by resolving policy and procedural issues and served as a liaison to executive managers within CBP.

Fraud Investigative Strike Team

Security Compliance Measurements (SCM) Program

The Fraud Investigative Strike Team conducted unannounced inspections at various Bonded Facilities and Container Freight Stations throughout the country to enforce compliance and contradict illegal activities. The SCM Program is an essential component of CBP's anti-terrorism efforts to stop illegal activities and non-compliant importations to facilitate border security and compliance.

- Worked closely with CBP Special Agents, Officers, Import Specialists to identify operational violations, inspect for any vulnerability and seize contraband.
- Created Security Compliance Measurement User Defined Rules and worked closely with the Office of Intelligence and Investigative Liaison to analyze and validate the statistical data and reports.

Foreign Trade Zones (FTZ) Program

The FTZ program was created by the U.S. government to facilitate international trade and increase the global competitiveness of U.S. based companies. The program has existed since the 1930s and continues to thrive and change to better meet the needs of American companies in the global economy.

- Worked closely with the Department of Commerce Foreign-Trade Zones Board, the U.S Census Bureau, and the National Association of Foreign-Trade Zones to improve communications and understanding with the FTZ trade community.
- Organized and instructed training courses at the Federal Law Enforcement Training Center in Charleston, SC; Brunswick, GA; and various field offices and educated CBP officers regarding the FTZ program.
- Published the Foreign-Trade Zones Manual, Publication #0000-0559A and the Compliance Review Handbook for Foreign-Trade Zones, HB 3500-1.

Congressional Correspondences Program

The Congressional Correspondences Program consists of time-sensitive and priority Congressionals from all levels of government, including the Office of the United States President, Office of the Department of Homeland Security Secretary, and the CBP Commissioner.

- Managed and prepared formal responses for Congressionals regarding cargo control issues. Maintained the Congressionals and ensured that they were prepared in a timely manner.
- Determined how the issues must be resolved and presented the information to fully satisfy the needs of the respective inquirer, while ensuring that CBP was presented in the most favorable light to the public and elected representatives.

CBP Reference: (b) (6)

Department of Homeland Security
U.S. Customs and Border Protection
Atlanta, GA
Import Specialist
April 2001 – September 2006

Gained extensive knowledge and experience working in commercial cargo trade program areas, such as the Automated Commercial System, CBP Examinations and Seizures and Trade Enforcement Operations. Ensured accurate classification, assessment of duty, and valuation of commodities by applying qualitative and quantitative methods.

- Assisted Importers and Brokers with authoritative information concerning laws, rules and regulations of CBP.
- Held collateral duty assignments as Port Safety Officer, Foreign-Trade Zones Coordinator, and Hazardous Material Coordinator.
- Developed information on commodity characteristics or business transactions needed to classify or value merchandise.

CBP Reference: (b) (6)

PROFESSIONAL AWARDS AND TRAINING

Certificate of Merit - International Customs Day Award

East Coast Trade Symposium and North American Summit
Washington, DC

Executive Women in Government Leadership Program

Washington, DC

Clear Writing through Critical Thinking

U.S. Customs and Border Protection, Office of Training and Development
Washington, DC

DHS Leadership Program

U.S. Department of Homeland Security, National Protection and Programs Directorate
Washington, DC

Program Manager Certification

U.S. Customs and Border Protection, Office of Field Operations
Washington, DC



Summary of qualifications:

- ++ Trusted, committed, and motivated executive with a strong background in strategic planning, communications, business analysis, and organizational leadership
- ++ Experienced leading diverse teams through adversity and building cohesion to achieve results.
- ++ Successfully leads multifaceted projects; streamline and optimize processes; identify and mitigate risks
- ++ Facilitates positive relationships with a wide range of colleagues, stakeholders, and other key strategic partners
- ++ Routinely sought by senior leaders as a strategic advisor recognized for outstanding contributions to organizational goals and outcomes
- ++ Possess years of experience assessing key performance indicators

EMPLOYMENT HISTORY

DIRECTOR OF STRATEGIC EFFECTS

West Point Staff – Strategic Effects Cell (G5E)
United States Military Academy West Point, NY 10996
United States 02/2019 – Present Pay Grade: GS-13
Salary: \$109,690 Hours: 40 hours per week
Schedule: Monday – Friday; Overtime as necessary
Supervisor: COL Brian Reed, 845-938-3419 Contact: YES

Serves as the Director for the Strategic Effects at the United States Military Academy – West Point, providing organizational synchronization, engagement strategy, and effectiveness assessment to the Academy Senior Leadership of a Three-Star Command and Direct Reporting Unit (DRU) to the Secretary of the Army. Responsible for establishing the overall operations of the cell, hosting and supporting weekly meetings to ensure senior staff synchronization on important topics, VIP visitors, and other strategic initiatives; provide strategic, administrative and technical guidance on all relevant topics. Directly responsible for numerous complex projects and campaigns in support of USMA and Army priorities including (Congressional Engagements, External Partnerships, AUSA, Army Football, Board of Visitor Meetings, Executive Steering Group, West Point Graduation, Warrior Games, etc...).

- ++ Serves as the Director of the Strategic Effects Cell; Defines the goals and assesses outcomes; Represents the interests of the cell in numerous meetings and working groups
- ++ Serves as an advisor to Academy leadership on strategic engagements and initiatives
- ++ Analyzes comprehensive and technical products to ensure the Academy's strategic environment is aligned with the Army and DOD
- ++ Uses organizational data to evaluate effectiveness and outcomes; constructs assessment using data analysis platforms/systems and reports results to leadership

- ++ Coordinates strategic engagement activities with internal and external directorates and stakeholders
- ++ Maintains relationships across the Academy directorates and externally with Department of the Army directorates, Congress and Professional Staff Members, other private/public organizations, and academic institutions
- ++ Develops congressional responses, reports, information papers, presentations, and other correspondence
- ++ Develops organizational objectives related to Congressional engagements based on the mission, vision and command initiatives
- ++ Ensures engagement staff follows all Federal Advisory Committee Act (FACA) rules
- ++ Coordinates Quarterly Board of Visitors (BOV) meeting content and engagement itinerary
- ++ Follows all FACA rules when communicating with USMA BOV Chair and Vice Chair, Congressional and Presidential appointees
- ++ Monitors all legislative and policy changes to FACA and advisory boards to ensure committee rules are update to date and in compliance
- ++ Supports Designated Federal Officer (DFO) to ensure all meeting notices, agenda items, schedules, recordings, and public facing information are up to date
- ++ Conducts onboarding of new presidential appointees and other board members
- ++ Completed Secretary of Defense Zero Based Review for all USMA Boards and Committees
- ++ Established framework for organizational synchronization for a Three Star Command
- ++ Directly supported the USMA Leadership during congressional hearings, visits to the Pentagon, and office calls with congressional members
- ++ Organizes and participates in briefings and visits for Army Senior Leaders and Congressional members including the Secretary and Undersecretaries of Defense, Secretary and Undersecretary of the Army, Chief of Staff of the Army, House Armed Services Committee Members, etc...
- ++ Evaluates relevant organizational policies, regulations, procedures, directives, and organizational structure to conduct assessment in support of strategic outcomes
- ++ Serves as an Equal Employment Opportunity (EEO) counselor; providing information, conducting interviews, compiling data, completing reports, and reporting results to senior leaders
- ++ Serves as a member of the Institution Effectiveness Committee (IEC) to analyze and assess the impacts of the Directorates and Academy annual report
- ++ Synchronize staff input to capture current initiatives and support desired outcomes; identify, assess, and prioritize strategic engagement opportunities
- ++ Uses a broad range of theories and processes to address problems and make recommendations to solve policies or programs issues for the organization and higher-level command
- ++ Routinely utilizes qualitative and quantitative methods to assess organizational outcomes for effectiveness and efficiency
- ++ Synthesizes and presents complex issues and recommendations to leadership
- ++ Represent the Academy in working groups, task forces, and committees to ensure organizational equities are included
- ++ Develops the strategic calendar, engagement tracker, organizational command brief, and other briefing materials
- ++ Identifies short to long range strategic planning objectives; Coordinates priority shaping efforts with each directorate and staff element
- ++ Creates and manages the strategic engagement plan, refining guidance and soliciting feedback across the Academy
- ++ Implemented process improvement methodology to promote increased communication and staff utilization
- ++ Builds strategic plan and initiative to strengthen and leverage a network of partnerships for the whole organization, maximizing the potential impact and garner support for strategic objectives
- ++ Routinely updates the Academy senior leadership on sensitive topics, talking points and other strategic communications to enhance the effectiveness of engagements

- ++ Executes routine program reviews and updates across the organization: running estimate, graduation report, Academy placemat, etc...
- ++ Analyze engagements to determine their impact on strategic objectives; identify lessons learned and implement best practices for future engagements
- ++ Compiles data to conduct assessment and make informed decisions
- ++ Prepares presentations, white papers, info briefs, and other reports to support all aspects of strategic engagements
- ++ Leads working groups and meetings to synchronize, assess, and enhance strategic effects
- ++ Plans activities to accomplish critical objectives and achieve desired effects
- ++ Develops measures of effectiveness and measures of performance to support the Academy Strategy, Campaign Plan and Line of Effort
- ++ Utilizes Microsoft Teams to maintain continuity of all historical documents and collaborate on working products
- ++ Procure supplies; Develops and manages activity budget for the fiscal year
- ++ Utilize Defense Travel System (DTS) to plan group travel
- ++ Expert user of ATAAPS and DCPDS
- ++ Fully trained on creating correspondence using AR25-50
- ++ Completed the Army War College Defense Planners Course

ADMINISTRATIVE OFFICER

Department of Behavioral Sciences and Leadership Office of the Dean

United States Military Academy West Point, NY 10996

United States 05/2016 – 02/2019 Pay Grade: GS-11

Salary: \$74,800 Hours: 40 hours per week

Schedule: Monday – Friday; Overtime as necessary

Supervisor: (b) (6)

Serves as the Department Administrator for the Department of Behavioral Sciences and Leadership (BS&L), providing administrative oversight and operational support to over 50 active duty service members, senior faculty, and federal civilians; Develops standard operating procedures, policies, templates, and systems to increase efficiency and accountability; Audits, evaluates, and reports on property accountability; Creates, implements and executes an annual department budget; provides supervision and guidance to a team of 6 direct reports.

- ++ Serves as Supervisor, managing a team of (6) Federal Civilians, responsible for assigning work, setting priorities, and establishing efficient workflows using available technology and software
- ++ Manages an annual operating budget of more than \$1 Million annually
- ++ Responsible for managing gifted funds of more than \$10 Million
- ++ Managed Department Table of Distribution and Allowances (TDA); Recommended adjustments to both military and faculty positions
- ++ Supported the department bluebook process and selection of rotating faculty by reviewing ORBs, OERs, GREs, and WEST profiles
- ++ Supported the selection of military servicemembers for ELDP and BLDP programs
- ++ Managed all officer requests using DA4187 for professional military education, ILE venue change, VTIP requests, etc...
- ++ Managed and reviewed all requests for Cadet trip sections
- ++ Compiled and submitted all graybook submissions to support academic board proceedings
- ++ Create and process awards, evaluations, and administrative updates for military and civilian teammates
- ++ Prepares financial agreements for signature, to include: MIPRs, Direct Funding Agreements, and Cross-Orgs in DTS

- ++ Review and approve purchase requests in GFEBS and travel requests in DTS
- ++ Serves as the Department Internal Controls auditor for annual MICP program
- ++ Assigned as the Department Billing Official, Unit Travel Card Holder, and Supply Receiver
- ++ Reports and tracks all training requirements for the Department (Military)
- ++ Requests and manages all ATTRS requests for Military Training
- ++ Serves as the Subject Matter Expert (SME) of the Department and Academy Individual Military Augmentee (IMA) program
- ++ Accountable for equipment and materials valued at more than \$5 Million
- ++ Responsible for managing, reporting, scheduling and resourcing required training for Staff and Faculty
- ++ Coordinates contracts, purchase requests, travel authorizations, and maintenance
- ++ Responsible for coordinating and scheduling purchasing using automated scheduling tools, accounting programs, workflows, and project management tools (ASANA, Slack, GFEBS, Microsoft Project, SharePoint, etc.)
- ++ Manages talent selection, onboarding, and succession planning for an academic department
- ++ Reviews and Updates the Table of Distribution and Allowances (TDA) for the Department
- ++ Conducts all aspects of the search committee for vacant positions to include: announcement, interviews, screening, and selection
- ++ Serves as an advisor, analyst, and subject matter expert for all employee inquiries to include: time and attendance, evaluations, benefits, salary, conflict and negotiation, etc...
- ++ Request and track a variety of routine and unique actions for higher level approval
- ++ Assigned and coordinated Cadet Summer Training taskings for the department
- ++ Provide clarification, support, guidance, and counsel on numerous topics related to the successful operation of the department
- ++ Serves as an Equal Employment Opportunity counselor; providing information, conducting interviews, compiling data, completing reports, and reporting results to senior leaders.
- ++ Annually serves as an EXCEL Scholars cohort mentor and advisor for (30) Yearlings of underrepresented minority Cadets

ADJUNCT PROFESSOR

School of Business

Mount Saint Mary College Newburgh, NY 12550 United States

05/2016 – 05/2017

Per Diem Adjunct Salary: \$850 per credit

Supervisor: (b) (6)

Served as an Adjunct Professor for the School of Management teaching courses in Undergraduate and Graduate level Business. Courses included Organizational Behavior, Entrepreneurship, and International Business. Delivered lectures, created mid-term and final exams, planned group projects, reading assignments, linking materials from text to in class discussion.

KEY ACCOMPLISHMENTS:

- ++ Instructed over 40 Undergraduate Business Students
- ++ Instructed 10 Graduate Business Students
- ++ Lead asynchronous discussion boards
- ++ Completed Online Learning and Teaching Workshop

MILITARY HUMAN RESOURCES SPECIALIST

Office of the Dean, Plans and Resources Division United States Military Academy

West Point, NY 10996 United States

07/2012 – 05/2016

Pay Grade: GS-09

Salary: \$60,032 Hours: 40 hours per week

Schedule: Monday – Friday; Overtime as necessary

Supervisor: (b) (6)

Serves as the Military Human Resources Specialist for the Office of the Dean and 13 Academic Departments, providing administrative support to over 450 active duty service members, senior permanent faculty, and the Dean of the Academic Board; responsible for coordination and interaction with multiple offices, departments, organizations, and agencies to ensure seamless transactions.

KEY ACCOMPLISHMENTS:

- ++ Managed more than 40 search committees for senior faculty members during a period of mass exodus and transition, while operating in a fiscally lean and uncertain environment
- ++ Served as the System Administrator for the directorate SharePoint account
- ++ Served as the Dean Directorate WEST System Administrator for 13 Departments and other supporting offices
- ++ Managed more than 5 Databases of Military and Civilian personnel; collaborated to implement a new system and process to manage personnel to include: System requirements, system design, workflow, security, permissions/access, and required reports
- ++ Reported and tracked all training requirements for the Dean's Directorate (Military)
- ++ Requested and managed all ATTRS requests for Military Training
- ++ Assigned and coordinated Cadet Summer Training taskings for the Dean's Directorate
- ++ Coordinated rollout and local operating strategy of revamped finance and evaluation systems
- ++ Implemented a new process to track and audit the completion of advanced civil schooling for arriving faculty members
- ++ Consulted with and provided superior customer service to 13 Academic Departments and 5 Academic Centers
- ++ Collaborated to implement updated procedures for submission, review, and approval of academic promotions
- ++ Maintained access to and competency of all Army Human Resource Information Systems (HRIS)

SENIOR ENLISTED AIDE to the SUPERINTENDENT OF WEST POINT

(b) (6)

United States 12/2010 – 07/2012

Pay Grade: (b) (6)

Salary: \$59,600, Hours: 60 hours per week

Supervisor: (b) (6)

Served as the Senior Enlisted Aide to the United States Military Academy Superintendent (LTG); responsible for a 16,000 square foot, 190 year old General Officer's Quarters; accounted for museum pieces and government property in excess of \$10,000,000 and five budgeted funds worth over \$100,000 annually.

KEY ACCOMPLISHMENTS:

- ++ Successfully prepared formal meals for the Chairman of the Joint Chiefs of Staff, Army 4- Star Conference, Undersecretary of the Army, Deputy Supreme Allied Commander Europe, and other distinguished dignitaries.
- ++ Selected above other senior Non-Commissioned Officers (NCO's) to support the Superintendent in a position that is rated two grades above my grade level of responsibility while at the same time filling a position previously held by 2 Senior Military NCO's.
- ++ Designed, adapted and analyzed a procurement process using numerous funding mechanisms and fiscal policies

ASSISTANT STRENGTH MANAGER

(b) (6)

11/2009 – 12/2010

Pay Grade: (b) (6)

Salary: \$59,600, Hours: 60 hours per week

Supervisor: (b) (6)

Served as the Assistant Strength Manager for the United States Military Academy G1; responsible for updating the Unit Manning Report, building requisitions, anticipating arriving service members, identifying potential losses, reviewing, preparing and validating the Table of Distribution and Allowances (TDA) and the AAA-162 strength accountability report; tasked to maintain the Individual Mobilization Augmentee (IMA) program and the Mobilization TDA (MOBTDA) for 29 DIMA Officers as well as coordinate Annual Training (AT), Inactive Duty for Training (IDT), WIAS Taskings, W.E.S.T Program requests and perform Cadet Disenrollment.

KEY ACCOMPLISHMENTS

- ++ Completed the FEMA Incident Command System Training Program for Emergency Response and Accountability and participated as a member of the West Point Emergency Operations Center.
- ++ Revamped the IMA processing procedures at West Point and maintained rapport and continuity with Human Resources Command during their restructuring and move from Saint Louis to Fort Knox.
- ++ Managed all ATTRS requests for Military Training for the United States Military Academy
- ++ Performed as the Unit Information Management Officer (IMO) and completed the West Point Security+ program.
- ++ Maintained full accountability of over \$125,000 worth of military equipment without any loss or damages.

SENIOR FIRST COOK

(b) (6)

07/2008 – 11/2009

Pay Grade: (b) (6)

Salary: \$58,400, Hours: 60 hours per week

Supervisor: (b) (6)

Served as the Senior First Cook for the 16CAB, C/123rd ASC; responsible for monitoring food service operations that fed 350 Active duty Soldiers 3 hot meals a day from a military dining facility; responsible for the welfare, training, mentorship and discipline of 3 junior ranking soldiers; accountable for Modified Table of Organization and Equipment (MTOE) items in excess of \$100,000.

KEY ACCOMPLISHMENTS

++ Maintained a clean and productive dining facility in coordination with a civilian contracted company, without any major incident providing full service for three meal times a day.
++ Responsible for improving equipment and required items through the process of turn-in allowing for the unit to request new and updated replacements.

SENIOR FIRST COOK

(b) (6)

Fort Bragg, NC 28310 United States

01/2003 – 07/2008

Pay Grade: (b) (6)

Salary: \$47,400, Hours: 60 hours per week

Supervisor: (b) (6)

Served as a FOOD SERVICE SERGEANT for 3rd SPECIAL FORCES GROUP; responsible for planning and supervising food service operations for a Battalion sized organization in garrison and theatre settings; responsible for the welfare, discipline and training of five junior ranking soldiers; accountable for more than \$250,000 of equipment and a purchasing budget of \$60,000 annually.

EDUCATION

Binghamton University – Thomas J. Watson College of Engineering and Applied Science, Vestal, NY, 2021 – Present, PhD Student in Systems Science – Complex Systems and Network Science
(Anticipated Completion – Summer 2025)

Mount Saint Mary's College, Newburgh, NY, 2013 – 2015 Master of Business Administration – MBA
(GPA: 3.63/4.00)

University of Maryland University College, Adelphi, MD, 2013 Bachelor's of Science – Homeland Security

Rutland High School, Rutland, VT, Diploma, 2001

COMPUTER PROFICIENCIES: MS Office: Outlook, Teams, PowerBI, PowerPoint, Word, Excel, Access; Windows; Tableau, Python, Mathematica, SQL Database and Query Language
TYPING: 40+ WPM

MILITARY AWARDS, HONORS, AND RECOGNITIONS

Superior Civilian Service Award

Army Commendation Medal (3)

Army Achievement Medal (2)

Valorous Unit Award

Meritorious Unit Citation

Good Conduct Medal

National Defense Service Medal

2015 Presidential Management Fellowship (PMF) Finalist

2010 New York City Marathon Finisher (Fred's Team Charity Fundraiser)

(b) (6)

Career Objective

Adaptable professional with more than 10 years of Federal experience and proven knowledge of government policy, regulations, legislative process, and research. Aiming to successfully maximize my skillset to continue strengthening, engaging, partnering, and collaborating with public and private entities.

Achievements

- Cash/Award(s) received for exceptional performance ratings at multiple agencies.
- Received recognition and time-off for outstanding collaborations with the development, implementation, and execution of Standard Operating Procedures (SOP).
- Recognized for adaptability and exceptional performance during leadership transition at the Department of Homeland Security, Committee Management Office.
- Successfully developed and executed agency-wide Federal Advisory Committee Act (FACA) Records Management Training at the National Institutes of Health (NIH).

Employment History

Department of Health and Human Services
National Institutes of Health
Office of the Director
Office of Federal Advisory Committee Policy
Rockville, MD

August 2019 – Present
Hours per week: 40+
Full - Time

Program Analyst

Program Management

- Independently manage the oversight of multiple Institutes, Centers, Offices, and Office of the Secretary Federal Advisory Committees for the review and concurrence of routine advisory committee assignments, establishments, and terminations consistent with FACA and agency policies.
- Collaborate with the departmental stakeholders for submission of Secretarial packages, included but not limited to, the Renewal, Establishment, and Amendments of Advisory Committee Charters.
- Review and prepare analysis of regulations, laws, policies, and guidelines affecting advisory committees.
- Provide key recommendations to leadership on the development of policy changes that may affect FACA committees.
- Lead various projects including but not limited to the development, revision, and execution of Standard Operating Procedures for NIH leadership to ensure guidance, policies, and regulations are orchestrated.
- Routinely, review, process and sign Federal Register Notices for FACA meetings.

Data Analysis

- Routinely research, compile, and assimilate data to prepare analyses of current and proposed Advisory Committees activities and data.
- Developed organizational policies, SOPs, tools, and initiatives that promote effective improvements that enhance the efficiency of processes.
- Routinely respond to departmental or agency led data calls.

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Training and Facilitation

- Facilitate and administer annual training to the NIH Committee Management Community on the General Service Administration, Government-Wide FACA Database information tracking and reporting system using various web-based applications and teleconference mechanisms.
- Effectively coordinate, communicate, and disseminate information to internal and external stakeholders as appropriate.
- Organize and provide high-level training to Committee Management Officers, Specialist and Staff on the Federal Advisory Committee Act (FACA), agency policies and guidelines.
- Facilitated and Co-Chair a working group in response to the National Archives and Records Administration (NARA) Federal Advisory Committee Records Management Assessment Report and Memorandum published in (2019). As a result, successfully collaborated, developed, and executed NIH Wide FACA Records Management Training for Committee Management.
- Routinely take the GSA, Federal Advisory Committee Act training bi-annual to stay up-to-date and abreast of any new regulations related to FACA, Records Management, or Congressional Bills that may affect FACA (i.e., H.R. Bill).

Department of Homeland Security, HQ
Immediate Office of the Secretary
Office of Partnership & Engagement
Committee Management Office
Washington, DC

November 2016 – August 2019
Hours per week: 40
Full - Time

Management & Program Analyst

Program Management and Liaison

- Manage and monitor the oversight of all DHS Federal Advisory Committees, including the development and implementation of policies for the establishment, re-establishment, and termination of committees.
- Served as a proxy for the Committee Management Officer, and attended various Federal Advisory Committee meetings, briefings, and GSA, Secretariat Council meetings.
- Routinely generate and submit reports to senior leadership regarding Federal Advisory Committee activities, meetings, highlights, and accomplishments of Advisory Committees.
- Provide specialized support and key input recommendations to leadership on the development of policy changes.
- Frequently engage with the Office of General Counsel on legal and ethical requirements related to FACA committees' applicability for meetings, public notice requirements.

Program Planning

- Review, produce, and respond to congressional inquiries received from Congressional members and oversight committee members. Compose congressional letters and materials regarding committee's status and operations.
- Advance and carry-out FACA program initiatives and tasks using automated tools and techniques.
- Serve as the lead coordinator for the Department's government wide FACA Database information tracking and reporting system. Facilitate quarterly training sessions to Designated Federal Officers (DFOs) and new users on system requirements, and Annual Comprehensive Review data entries.
- Develop, prepare, and organize briefing materials related to the Department's FACA policies and procedures, general counsel guidelines, and membership requirements for the Federal Advisory Committee Act (FACA).

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Policy and Project Development

- Successfully revised and developed a wide range of FAQs, white papers, management directive policy and procedure documents for DHS advisory committees. Examples include; revision to the dated management directive, DFO tool kit, FAQ for staff and advisory committee members.
- Organize, analyze, and gather committee data to effectively review and develop solutions to determine program efficiency and effectiveness.
- Developed and implemented a filing scheme for the organization of committee records and compliance of the General Records Schedule (GRS) for Federal Advisory Committee Act (FACA).
- Performs quantitative and qualitative methods for the evaluation of program efficiency and effectiveness of committee operations.
- Successfully created a monthly newsletter department-wide for the Committee Management Office in an effort to effectively strengthen and increase communication across advisory committees and components.
- Compile and reconcile large amounts of data from a variety of sources and apply various analytical methods to identify and determine program trends. Develops supportive visual metrics to monitor advisory committee activity and successes; analyze and interpret the information to disseminate to senior management.

Training and Facilitation

- Organize and host quarterly committee management conference calls (3-4) annually and other FACA training related forums throughout the year.
- Brief high-level DHS officials on Federal advisory committee policies, FACA applicability, and FACA procedures.
- Routinely train DFOs, Alternate DFOs, and support staff on the Federal Advisory Committee Act (FACA), FACA regulations, Agency guidelines.
- Frequently communicates and disseminate information to internal and external stakeholders as appropriate.
- Annually plan, coordinate, and carry-out Federal Advisory Committee summit for 60 or more participants.
- Facilitate and train stakeholders on the General Service Administration (GSA) government-wide FACA Database using various communication mechanisms (e.g. adobe connect, web-based applications, and telecom).
- Develop and disseminate training materials for internal agency employees and stakeholders to enhance competency of the Federal Advisory Committee Act (FACA), membership requirements, and FACA management.
- Successfully serve as a recurring speaker at the Department-wide DHS 101 orientation.

National Science Foundation
Directorate for Education & Human Resources
Division for Undergraduate Education
Arlington, VA

November 2015 - November 2016
Hours per week: 40
Full – Time

Program Specialist

Program Management

- Assist scientific staff with the management of program operations, grants management, and routine activities.
- Use quantitative and qualitative analytical techniques to evaluate the effectiveness of administrative procedures.
- Works collaboratively with Program Directors, and Senior Management to achieve program directives and activities.

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- Advise customers on agency guidelines and procedures relating to the compliance of grant applications using various information systems to analyze and resolved customer problems.
- Formalize program reports for dissemination to program leads and team members. Facilitates factual findings based on research and supporting documentation.

Inter-Agency Collaborations

- Participated in various inter-agency working groups on the development of guidance, procedures, policies, and systems.
- Led outreach conferences, workshops, symposiums, and meetings to discuss agency and program specific grantee opportunities.
- Served as the lead office point of contact for the inter-agency procurement acquisition working group.

Budget Management

- Performs administrative review of pre-award and post-award actions for compliance of NSF policies and procedures for financial review, including, identifying proper financial coding and budgetary set-up of actions equal to or greater than \$5,000,000,000.
- Provide program officers with recurrent budget reports and status updates, using excel spreadsheets and data querying.
- Expert with providing uniform guidance, policies and procedures for proposal processes, specifically with budgetary and coding of awards/declinations.
- Maintain financial records of program expenditures and funding commitments quarterly.
- Conduct administrative review for various types of grants (e.g. standard grants, supplemental grants, forward funding, and counting grant increments to list a few).

National Science Foundation
Directorate for Education & Human Resources
Division for Undergraduate Education
Arlington, VA

March 2015 - November 2015
Hours per week: 40
Full – Time

Management Operations Assistant

Office Management

- Prepare memos, reports, letters, financial statements, and other documents using word processing, spreadsheets, database, publisher, and presentation software.
- Conduct research, compile data, and prepare white papers for consideration and presentation by senior leaders and upper management.
- Serve as the office support coordinator involving personnel, timekeeping, meeting arrangements, and activities.
- Review, edit, and draft responses for congressional inquiries. Prepare responses for review and signature of senior management.
- Organize, developed, and executed an internal tracking system that enhanced the efficiencies of Directorate-wide conference room request and approvals.

Travel Management

- Expert in reviewing, administering, troubleshooting, and approving travel authorizations and vouchers in the Concur travel management system.
- Assist senior management, program staff, and visitors with invitational, domestic, local, international, and sponsored travel. Provide agency-wide travel guidance and policies to internal and external guests.

(b) (6)

- Processed various types of travel vouchers including domestic, international, and sponsored in the amount(s) of \$1,000-\$5,000.00.

Collaboration and Teamwork

- Possess strong commitment to team environment and agency-wide working groups to provide briefings to upper management.
- Establish understanding of the office work cycle for all programs and take initiative to support colleagues with critical deadlines, including, proposal review, meetings, and special projects.
- Collaborate with colleagues, including upper management to accomplish time-sensitive high priority tasks.

National Science Foundation
Directorate for Social Behavioral & Economic Sciences
Behavioral & Cognitive Sciences
Arlington, VA

October 2011 - March 2015
Hours per week: 40
Full – Time

Pathways Student Trainee Program Assistant

Program Administration

- Assist scientific disciplines by providing technical support, program review, and panel preparation.
- Assist multiple scientific program officers with processing grants, budget expenditures (e.g., proposal funding, sub-contracts, Inter Agency Agreements) that required in depth review and decision-making.
- Serve as a liaison for individuals and groups internally/externally regarding routine grant process and compliance.
- Performed preliminary review of grant application submissions for standard policies and procedures, program specific and agency-wide solicitations.
- Designed and conducted presentations to staff and new agency interns throughout the directorate.

Panel Management and Budget Tracking

- Coordinate and organize panels, committee of visitor (COV), workshop meetings in person and virtual meetings using various types of technologies and meeting space.
- Process and review financial payments for 100 or more guests quarterly for 30 panels or more annually.
- Track hotel cost ranging from \$200.00-\$1,200.00 including catering ranging from \$100.00-\$1,500.00 per meeting.
- Negotiate with hotels, catering venues, and meeting space vendors for panels held virtually and in-person.
- Review and evaluate budget expenditures from \$1,000.00 up to \$4,000,000.00.
- Maintain budget spreadsheet for program(s) awards and declinations. Disseminate to upper management for review and concurrence.

Professional Development

- | | |
|---------------------------------|--------------------------|
| • NIH Management Seminar Series | March 2021 – August 2021 |
| • Effective Executive Speaking | August 2017 |
| • Leadership Development | August 2017 |

Education

Trinity Washington University
Washington, DC
Bachelor of Arts (BA)

May 2011

Master of Science in Administration, (M.S.A.)

December 2014

(b) (6)

Availability: Job Type: Permanent
Multiple Appointment Types
Telework
Work Schedule: Full-time

Work Experience: National Science Foundation
04/2014 - Present
2415 Eisenhower Avenue
Salary: \$121,065.00 USD Per Year
Alexandria, VA 22314 US
Hours per week: 40
Series: 0343
Pay Plan: GS
Grade: 13
Supervisor: (b) (6)
Okay to contact this Supervisor: Yes

Management Analyst, Committee Management Officer

Serves as the Committee Management Officer, the focal point for the National Science Foundation in managing and overseeing the administration of the Federal Advisory Committee Act (FACA) regulations for the agency. Serves as the NSF Liaison regarding FACA committee management activities with the GSA's Committee Management Secretariat, Library of Congress, Office of the Federal Register, various other internal/external stakeholders, and the general public accurately communicating NSF's viewpoints. Represent and speak for the NSF at GSA CMS interagency council meetings. Responsible for coordinating the completion of all major reports required by FACA using qualitative and quantitative techniques to coordinate, process, summarize and analyze submitted data for accuracy. Employ diverse and varying concepts, principles, and practices related to the Federal Advisory Committee Act in order to provide timely analysis, interpretation and recommendations both orally and in writing on the impact of proposed Federal requirements on NSF.

In coordination and consultation with the Office of General Counsel (OGC) and the Office of the Director, prepare and communicate appropriate responses and/or guidance for the implementation of new and/or revised programs, policies, and processes for administering government-wide requirements in a manner that ensures consensus and a collaborative effort to meet all deadlines and time constraints. Organize and facilitate meetings with internal/external stakeholders on FACA policies, regulations, performance measures and standards, and technical matters, as identified. Partner with stakeholders to create opportunities to establish new alliances and further expand professional networking opportunities. Provide advice, guidance and oversight to agency program/directorate offices and staff at all levels of the agency on all aspects of committee management. Maintain a network of committee management contacts both internal and external to the agency. Evaluate, research, develop, and communicate an annual plan for FACA related trainings and events at NSF. Interpret Federal legislation, research, review, and revise, as needed, internal guidelines, procedures and controls for an effective and efficient program. Manage the advisory committee establishment/renewal/termination process. Review and submit information for publication in the Federal Register and maintain records of Foundation advisory committee activities. Coordinate updates for FACA-related activities at NSF. Research and produce policies, related guidelines, handouts, brochures, guidance documents, or other material to increase the effective implementation of the Federal Advisory Committee Act at the agency. Maintain a central depository of such and verify that any internal/external issuances are distributed to appropriate staff members. Review agency specific FACA-related internal policies in NSF's Personnel (PER) Manual for conformity with internal processes as well as external regulations from organizations such as OPM, GSA and GAO. Process the FACA Annual Comprehensive Report at the completion of the current funding fiscal year for submission to GSA Committee Secretariat, congress and the general public employing the use of Excel spreadsheets and pivot tables to extract specific data from finance, membership and committee meeting data/tables for updating NSF's committee information in the FACA database. Provide online annual, agency wide FACA-ACR training. Collaborative Projects/Training: In conjunction with the Office of General Counsel (OGC) created and host informational Q&A panel sessions on the FACA DFO's Role for advisory committees. Lead a study tracking the effectiveness of meeting attendance signage that enabled an agency wide initiative to simplify the process and require electronic sign in for meeting attendance (NSF Bulletin 16-15). In conjunction with OGC, hosted an informational Q&A panel session concerning FACA Briefing & Conflicts of Interest issues to advise NSF program officers and senior managers in support and consistent with the organization's mission and values as it relates to FACA compliance.

National Science Foundation, Office of the Director, Office of General Counsel

07/2021 - 03/2022

2415 Eisenhower Avenue

Salary: \$121,065.00 USD Bi-weekly

Alexandria, VA 22314 US

Hours per week: 8

Series: 0306

Pay Plan: GS

Grade: 13

This a time-limited appointment or temporary promotion

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Government Information Specialist - Detailed

FOIA - FOIA MOU - Detail: Freedom of Information Act (FOIA) Team. Assisting in the reduction of the current FOIA case backlog. Initial Detail: July 28, 2021 – November 14, 2021 Extension of Detail: November 15, 2021 – March 18, 2022 Detailed: Perform the work of a Government Information Specialist in processing Freedom of Information Act (FOIA) for FACA proposal request. Research, analyze, evaluate, and mark for redaction data in response to information requests. Serve as a liaison to external customers to clarify and resolve issues in conjunction with the NSF Freedom of Information Act (FOIA) Public Liaison. Assist Office of General Counsel with backlogged FOIA requests, specifically requests for NSF awarded proposals. During the detail, processed 35 FOIA requests (66 proposals), some of which were collaborative proposals and quite voluminous. Received a time off award for quick and efficient analysis and application of the appropriate FOIA exemptions.

National Science Foundation

11/2011 - 04/2014

4201 Wilson Blvd., Rm 305

Salary: \$66,335.00 USD Per Year

Arlington, VA 22230 US

Hours per week: 40

Series: 0318

Pay Plan: GS

Grade: 10

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Administrative Assistant

Administrative Management: Receive and direct all calls and visitors to the office; provide routine information about the front office, its functions and standard operating procedures; Respond to email notification, messaging, and online voice mails from the Director, staff, other government agencies and the public; Receive and screen all mail to the office for distribution. Review and edit outgoing correspondence, reports, etc., for proper format, grammar, and punctuation; Draft/compose letters and/or memorandums of a non-technical nature on routine inquiries after researching and assembling

general information from various sources to be included or referenced in response to the inquiries and ensuring compliance with agency procedures; Research and develop background information on inquiries that require more specialized knowledge prior to forwarding to the appropriate supervisor; Implemented and maintain the office electronic filing systems; Electronically monitor, assign, track and clear all assignments in the congressional and correspondence tracking databases (CORRFLO and eCATS). Create travel/training orders and itineraries, process reimbursement vouchers, and local travel reimbursement claims for the office staff. Prepare, organize and distribute meeting reports, supply requisitions, meeting booklets, agendas, and slides utilizing varied and advance software functions and agency database programs; Certified Travel Preparer and Agency's Super User help contact for FED Traveler/Concur online travel system. Project Management: FACA - Initiate and publish in the Federal Register and on NSF's external website after data collection, analysis, reporting and approving all Notice of Meetings, Advisory Committee charter renewals, establishments, and amendments; Advisory Committee meetings; Quarterly publication notice of closed meetings; and solicitation of recommendations for Advisory Committee member nominations. Review, sign, and post meeting notices after making closed meeting determinations per the FACA statues and regulations. Investigate a FACA member's (panelists or AC members) self-declaration as Federally Registered Lobbyist, researching congressional lobbyist files and certifying status to Office of General Counselor. Initial, analyze and process annual FACA salary recertification reports via the GUEST system database. Conduct an analysis of the FACA database to identify committee charter's requiring renewals. Initiate, manage and process the renewals, amendments, and terminations of these committees. Analyze, coordinate and conduct FACA review of advisory committee annual reports. Retrieve data, perform an analysis and submit advisory committee report to Library of Congress; Periodically transmit meeting data to GSA for uploading to FACA database; Assign user roles in FACA and Guest Systems databases; Respond to questions and concerns from NSF staff, GSA, other agencies, and the public; Attend quarterly CMO interagency meetings; Review NSF FACA website, procedures and policies guidance on the website for needed updates. Financial Resource Management: Requisition supplies, merchandise and services via Visa Credit Card Purchases; Research, analyze and reconcile monthly transaction statements and prepare a report for review by office fiscal approvers; Research vendors and prepare cost analysis statements for purchases or repairs of office equipment and furniture. Calendar Management: Primary contact for arranging conferences and scheduling meetings for the director, exercising complete authority for these function; Respond to all request for the director's availability, providing coordination and notification of meeting changes and/or cancellations; Brief director on formal and informal inquiries, meetings and/or conferences. Serve as liaison between the director and individuals within and outside the office; respond to request from staff and contractors for meeting room availability and resource scheduling. Property Control: Perform annual inventory audits of the front office's accountable property items; Maintain an electronic inventory and excel spreadsheet of assigned equipment;. Receive new property and ensure bar coding and entry into the property system is complete. Excess outdated equipment and removal from inventory roster. Initiate all equipment

transfers via the property system. Notify Agency's Property Officer of any discrepancies noted.

Rader Allergy and Immunization Clinic - U.S. Army/Ft Myer

08/2008 - 11/2011

Salary: \$0.00 USD Per Year

Ft. Myer, VA US

Hours per week: 40

Series: 0620

Pay Plan: GS

Grade: 6/7

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

LPN

Practical Nurse Duties: Administer allergy extracts and immunization vaccines to pediatric (ages 2 months - 18 y.o.), adults and geriatric patient population. Schedule travel clinic appointments and provide information for travel destination required immunizations. Inventory (weekly/monthly), order, maintain and properly discard when out dated patient allergy extracts and stock immunization vaccines as needed. Administer B-12 injections and participate in yearly flu clinics around the area. Computerized charting of all patient encounters in Ahlta, CHCS I and II electronic reporting systems. Participate in PI projects (project improvement), and updating of standards of operation procedures (SOP). Maintain infection control log, refrigerator/freezer logs and security checklist, logs and keys). Maintain current vaccine information sheets (VIS) for distribution to patients. Provide customer service and information to all visitors of the Rader Clinic.

Interim Health Care

02/2006 - 05/2008

3900 Plank Road

Salary: \$50,000.00 USD Per Year

Fredericksburg, VA 22407 US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

General Manager

Business Process Management: GM Duties (Home Health Care Agency): Provided leadership, effectively communicate the franchise's business plan, and represented the core values of the corporation. Ensure responsible action was taken when issues and problems were identified. Facilitate team development and motivation. Ensure compliance with all federal, state and local

government laws and regulations as well as policies and procedures of Interim Health Care Inc.

Customer service satisfaction: Developed customer objectives and strategies that identifies and meet/exceed customer expectations; conducted customer satisfaction surveys; ensured appropriate action was taken to resolve identified employee or customer concerns or complaints. Created Excel spreadsheets and Powerpoint presentation to identify outcome results for internal staff.

Human Resource: Recruitment and retention of qualified employees and contractors and ongoing assessment of their performance to include: Initiated background and credential checks, advertised and conducted job fairs, review resumes, interview prospective candidates and extend job offers, conduct orientation to include the processing of new hire paperwork, i.e., I-9's, federal and state tax forms, etc. Conduct new hire/annual training regarding company's policies for EEO, Ethics, Worker's Compensation and HIPPA. Represent the company in state EEOC hearings and complaint resolution disputes, researching, assembling and summarizing essential information for case presentation.

Budget Administration/Procurement: Identify opportunities for business growth in the local areas and developing/participating in pilot programs to support new business initiatives. Develop annual budget/business plans via Excel spreadsheet and PowerPoint presentations outlining staffing, growing and managing the business to ensure achievement of the plans' goals. Responsible for the management of daily operation including planning, procurement, and ongoing analysis of costs/profitability to achieve or exceed company designated performances standards. Personally entered all personnel and payroll files into an online database (Interlink) from paper files. Supervised office and field staff employees (65 +), consisting of nurses, aides, companions and therapist providing home health care. Conducted weekly online payroll processing via Interlink database after data collection, analysis, summarizing of information to produce weekly reports for validation of payroll accuracy and payment. Processed Medicare/Medicaid OASIS Start of Care, Resumption of Care, Transfer and Discharge paperwork for all new and existing clients. Reviewed entries from admitting home care nurses for completeness, entered all appropriate diagnosis and procedure codes (ICD, CPT, HCPCS) into the Interlink Database for final submission to OASIS for agency reimbursement/payment for services rendered. Maintained patient medical files for review/auditing by state and federal regulatory agencies.

Walter Reed Army Medical Center - US Army

08/2004 - 09/2005

Washington, DC US

Hours per week: 40

Series: 0620

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

LPN

Practical Nurse Duties: Orthopedics/Post Surgical Unit - Provided skilled nursing care primarily to

soldiers returning from Operation Iraqi Freedom as well as other members of the armed services, their families and civilian employees requiring orthopedic and rehabilitative services. Care included the following: medication administration (IV, IM, SQ, PO); topical treatments/dressing changes, wound care, Foley insertion/care, naso-gastric (NG)/Peg tube feedings, starting peripheral IV's, obtaining blood specimens for laboratory testing, hyperalimentation (TPN) and heparin infusions, patient controlled analgesic pump administration (PCA pump), monitoring/completing blood infusions once initiated by the RN, monitoring epidural/nerve blocks, neuro-vascular checks, wound vacuum care/dressing changes, various internal drainage systems monitoring and care, patient teaching, and computerize documentation. Administration of various orthopedic devices (e.g., braces, splints, shrinkers, continuous passive range of motion machines, etc.), delegation of duties to nursing assistant/technicians, notifying physicians of patient status and obtaining orders as needed, ensuring physician orders for treatments and diagnostics procedures are completed in a timely manner.

Army Family Advocacy Program - ACS

12/2000 - 05/2002

Alexandria, VA US

Hours per week: 40

Series: 0341

Pay Plan: GS

Grade: 9/4

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Administrative Officer

Serve as Administrative Officer for the Department of the Army Family Advocacy Program (FAP). Monitor, direct and control administrative and support operations to ensure completion of organization mission. Plan, establish, direct and coordinate actions to provide administrative support. Review internal and external reporting requirements. Monitor and evaluate program status and operations and implement actions to improve administrative functions. Prepare a variety of work and Army program productivity reports, and cost and budget schedules for projected programs. Develop a variety of work program progress and budget reports for FAP Manager. Monitor the FAP civilian personnel manpower, costs and awards and training programs, coordinate action to identify training required, availability of training and ensure completion of required training. Prepare informational papers that provide general information on ACS/FAP services available to families transitioning to military installations in Conus and Oconus. Final versions reviewed by FAP Manager for issuance by Chief, Army Community Services. Monitor and track execution of OSD FAP funds allocated to MACOMs. Ensure internal records are managed and filed in accordance with Army and CFSC requirements. Coordinate travel itineraries for FAP Managers and other FAP/ACS staff members. Coordinate conferences (meetings/logistical supports) for in-person and videoteleconferences.

Provide administrative support in the processing of Transitional Compensations applications for legal review, approval and final funding disbursement through DFAS.

Food And Drug Administration

12/1996 - 12/2000

Salary: \$42,000.00 USD Per Year

Rockville, MD US

Hours per week: 40

Series: 0301

Pay Plan: GS

Grade: 9/4

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Program Specialist

12/1996-12/2000: Program Specialist, GS-0301-09: Perform research, conduct studies, evaluate and analyze data on program management issues that affect the office management, e.g., procurement, resource allocation, staff training, and methods for completing clerical and technical processes. Write operating procedures documenting office policies and methods. Use WordPerfect and MS Word to devise forms, standardized letters, and sample documents. Compose correspondence for immediate supervisor ensuring compliance with established Center correspondence standards. Use MS Office to prepare special reports, presentations and summaries for the Director after researching, evaluating, analyzing and correlating all information relevant to the subject. Provide liaison and advisory services to office management and/or external contacts related to the full range of administrative issues affecting Office programs (e.g., space allocations, renovations, procurement, repair and maintenance of equipment, budget, travel, timekeeping, and personnel issues, both civilian and commissioned corps). Represent supervisor in Center and Agency meetings and as a member of the administrative working groups to advocate Office and Center policies and priorities. Provide formal or informal training to staff. Provide all recruitment and staffing services for the Division. Conduct interviews of prospective clerical and professional job applicants. Budget execution to include authorization and disbursement of funds, tracking expenditures and assuring consistency with budgetary projections and fiscal limitations. Use MS Excel to update/modify existing financial reports. Enter, modify and update divisional database records in the Center's financial system. IMPACC card holder/coordinator, end-of-year budget auditing (reconciliation) and fiscal year close-out procedures. Research all questions relating to training and regulated domestic, international and local travel practices and expenses in order to prepare training and travel packages. Review and sign for funds available on all travel and training orders originating in the Office. Report directly to Director all concerns affecting day to day operation of the division. EEO representative for the division.

Food and Drug Administration

12/1990 - 12/1996

Salary: \$0.00 USD Per Year

Rockville, MD US

Hours per week: 40

Series: 0001

Pay Plan: AA

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Division Secretary

Division Secretary, GS-0318-07: Receive and screen visitors and telephone calls to the division.

Typed correspondence from rough draft, composed non technical responses to routine request for information, reviewed outgoing correspondence for grammatical errors, format, and content. Receive and distribute incoming mail while ensuring routing to appropriate personnel. Log, distribute and monitor all action items received to the division ensuring proper routing and completion deadlines are met. Maintain established division files ensuring adherence to Center storage and maintenance rules and regulations. Managed the Director's calendar electronically using Russell Calendar Manager for scheduling meetings, planning and coordinating a variety of executive and office level conferences. Use TeamLinks travel package to process foreign and domestic travel arrangements for the Director and staff to include creating itineraries, scheduling/make travel reservations (airline, trains, hotel, etc.),preparing travel authorizations and completing travel vouchers upon return. Processed paperwork to secure official passport and visas through the proper channels and in a timely manner. Process biweekly time and attendance transactions for payroll completion. Review error logs and submit correction items in a timely manner. Review and file completed transaction reports in a timely manner. Time keeping contact for the Office providing time keeping audits and corrections to employee payroll.

U.S. Navy - USS Yellowstone, AD-41

01/1985 - 11/1989

Salary: \$0.00 USD Per Year

Norfolk , VA US

Hours per week: 40

Series: 0001

Pay Plan: AA

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Operation Supervisor (Data Processor - PO2)

ACTIVE DUTY:USS Yellowstone: Operation Supervisor duties: Supervised a secured shipboard automated data processing facility duty section. Processed batch jobs, payroll reports and ship maintenance programs from classified/unclassified information/documents after performing a database query to retrieve information to create the reports. Installed and maintained Zenith-248 personal computers on board ship. Provided general equipment maintenance. Naval Annex: Maintained a Secret Clearance while working in a secure computer environment. System console operator; Processed classified/unclassified batch job/programs for offsite users requiring interval tape mounting and response to printer ques. Routinely retrieve and archive data per facility protocols. Adhere to facilities document control policies for the storage, maintenance and destruction of files and various storage media. Provided nightly, weekly, monthly and yearly computer system backups from the mainframe/internal hard drives to external tape and hard drive (disk/drum) storage media. Perform system maintenance and troubleshooting. Reload/restore data from external backups to internal disk drives.

Education: Boston University

Boston, MA US

- 10/2021

Major: Paralegal Studies

Relevant Coursework, Licensures and Certifications:

Online Paralegal Study Certificate Program: Course work modules included: Legal Research, Legal Writing, Legal Technologies, Probate & Family Law, Real Estate Law, Business Law and Litigation

Graduate School, USDA

Washington, DC US

- 07/2019

Major: Program and Management Analysis

Fredericksburg Area School of Practical Nursing

Spotsylvania, VA US

- 05/2003

Major: Nursing/Science/Psychology

Honors: Summa Cum Laude

Relevant Coursework, Licensures and Certifications:

WRAMC Immunology and Allergy Specialty Course, Forest Glen, MD (Oct 08 ? Dec 08) Major Area of Study: Immunology and Allergy Graduation: 8 Dec 08 (Honor Graduate) - Certification

Fredericksburg Area School of Practical Nursing, Fredericksburg, VA (2001-2003) Major Area of Study: Practical Nursing Program Military Computer School (1985-1989) Major Area of Study: Computer Operations Supervisor/Cobol Programming; Personal Computer; Installation/Maintenance

Food and Drug Administration (1990/2000) Major Area of Study: Human Resource Training/Course work to include Processing Personnel Actions, Personnel and Classification System, Budget Administration, Timekeeping. Commonwealth of Virginia Licensed Practical Nurse (Active) American Heart Association Health Care Provider CPR (Active) AWARDS/HONORS: WRAMC Immunology & Allergy Specialty Course - Honor Graduate (Highest Class Average) ? Commander's Medal, 2008 Suma Cum Laude - Germanna Community College, 2003 Department of the Army Commanders Award/Medal for Civilian Service for Pentagon 9-11 assistance: Nov 01 National Vocational Technical Honor Society Member: Inducted 2002 On-the-Spot Cash Award/Certificate 1997, 1998, 1999 and 2000 Sea Service Ribbon - U.S. Navy, March 1989 Good Conduct Medal - U.S. Navy, January 1989 Accelerated Advancement - DP ?A? School, May 1985 Graduation: 1 May 2003 - (Summa Cum Laude) Germanna Community College, Locust Grove Campus, Locust Grove, VA (2001-2003) Major Area of Study: Practical Nursing Program Credit Hours: 30 Semester Hours Graduation: 1 May 2003 - Certificate Virginia Commonwealth University, Richmond, VA (1980-1982) Major Area of Study: Science and Psychology Credit Hours Obtained: 55 Semester Hours

Job Related Training: Boston University Online Paralegal Studies Certificate Program - Oct 2021; Legal Research, Legal Writing, Legal Technologies, Probate and Family Law, Real Estate Law, Business Law and Litigation USDA Graduate School - Certificate of Accomplishment in Program and Management Analysis (December 2018): Introduction to Statistics Management Analysis: Overview Project Management Introduction to Federal Budgeting Cost Benefit Analysis Workshop Jump-Starting High Performing Teams: The Fundamentals Management Analysis: Data Gathering Management's Responsibility for Internal Controls (OMB Circular A-123) Management Analysis: Advance Applications (Capstone) Hosted GSA/FACA Instructor Led Trng at NSF FY'2019: March 25-26, May 20-21, June 17-18, and August 26-27 iTRAK Requisition Preparer Training Course (2014) iTRAK Purchase Card Holder Training (2018) National Science Foundation Concur Travel Certification Course (Super User)(2014) National Science Foundation Travel Certification Course (Jan-Feb 2012) Basic Travel, 10 Jan 2012;; Passport, 12 Jan 2012; Travel Approver, 19 Jan 2012; Staff Travel, 24 Jan 2012; Flat Rate Travel 21 Feb 2012; and International Travel, 28 Feb 2012 (Super User) Food and Drug Administration (1990/1998) Major Area of Study: Human Resource Training/Course work to include Processing Personnel Actions, Personnel and Classification System, Budget Administration, Time keeping, Management/Program Analysis I, Qualification Analysis and Job Analysis: Parklawn Training Center Courses: Domestic and Foreign Travel, 1990 Management/Program analysis I, 1998 Qualification Analysis for Determining Minimum Position Qualification Requirements, 1998 Conducting Job Analysis and Developing of Crediting Plans, 1998 Basic Staffing Procedures, 1998 Processing Personnel Actions, 1998

Languages: English

Spoken: Advanced

Written: Advanced

Read: Advanced

(b) (6)

(b) (6)

Additional Information: CERTIFICATES: Licensed Practical Nurse - (Multi-State Compact) 2003-Present Hosted: GSA/FACA TRNG at NSF for FY'2019: March 25-26, May 20-21, June 17-18, August 26-27 GSA FACA Management Training (FACA)- Instructor Led, March 2014 GSA Federal Advisory Committee Act Fundamentals Online Course, March 2014 Concur Travel Champion online travel course, National Science Foundation, 2013 FED Traveler: to include Passport/Visa, International and Domestic Travel, Staff and Flat Rate Travel, Travel Approver; National Science Foundation, 2012 Domestic and Foreign Travel, Parklawn Training Center Management/Program analysis I, Parklawn Training Center Qualification Analysis for Determining Minimum Position Qualification Requirements, Parklawn Training Center Conducting Job Analysis and Developing of Crediting Plans, Parklawn Training Center Basic Staffing Procedures, Parklawn Training Center Processing Personnel Actions, Parklawn Training Center AWARDS/HONORS: (b) (6)

(b) (6)

WRAMC

Immunology and Allergy Specialty Course - Honor Graduate (Highest Class Average) –
Commander's Medal, 2008 Suma Cum Laude - Germanna Community College, 2003 Department of
the Army Commanders Award/Medal for Civilian Service for Pentagon 9-11 assistance: Nov 01
National Vocational Technical Honor Society Member: Inducted 2002 On-the-Spot Cash
Award/Certificate 1997, 1998, 1999 and 2000 - Food and Drug Administration Sea Service Ribbon -
U.S. Navy, March 1989 Good Conduct Medal - U.S. Navy, January 1989 Accelerated Advancement -
DP "A" School, May 1985 Typing: 40-45 wpm

(b) (6)

PROFESSIONAL SUMMARY

An experienced Lead Committee Management Specialist with nearly ten years of experience managing National Institutes of Health (NIH) Institutes and Center (IC) advisory committees established and operated under the Federal Advisory Committee Act (FACA). Some of my responsibilities entailed: coordinating committee management operations in areas such as compliance with laws and regulations and providing guidance to ensure the seamless operation of NIH advisory committees to Special Government Employees (SGEs), IC's leadership personnel, and numerous stakeholders. Self-motivated professional with a proven record of generating and building relationships, managing projects from concept to completion, designing educational strategies, and coaching individuals to success. Skilled in building cross-functional teams, demonstrating exceptional communication skills, and making critical decisions during challenges. Adaptable team member with the ability to work independently, developing opportunities that further establish organizational goals, and technical exploratory expertise for gathering and analyzing a variety of information have been most advantageous. With several years of experience in administrative management in various roles to both executive and mid-level management of scientific and financial organizations, I am confident that your organization will provide me with such opportunities for growth and knowledge.

KEY PROFICIENCIES

- NIH federal advisory committee administration
- Ethics statutes, regulations, and policies on issues including financial disclosure
- Quantitative and qualitative analysis
- Written and oral communication

PROFESSIONAL EXPERIENCE

Ethics and Committee Management Office
(ECMO), NIH Ethics Office (NEO), Office of the
Director (OD)/National Institutes of Health (NIH)
(CMB/OLPPE/NICHD /NIH)
Rockville, Maryland
Salary: N/A

05/2022 – 8/2022
Grade Level: GS-301-13
Hours per week: 40

Temporary Detail – Lead Committee Management Specialist (LCMS)

(b) (6)

Analyzes and interprets all existing and proposed regulations; collects, organizes, and analyzes qualitative and quantitative data needed for the development of policies, procedures, and rules to assure Office of the Director (OD) compliance with the FACA.

Development of procedures and policies in the adherence of Federal laws, rules, and regulations.

Utilizes computerized information systems for the purpose of preparing and/or retrieving information and planning activities. Develops policies and procedures related to office-wide operations.

Training the junior Committee Management Specialists on processes/procedures pertaining to the management of advisory committees, the Committee Management Module (CMM) of IMPAC II, and the NIH Ethics Enterprise System (NEES).

Develops guidance and defines procedures on the selection and appointment of committee members, including suitability in terms of composition of the current and proposed committee, membership, gender and minority representation, geographic distribution, terms and rotation of appointments, history of previous committee service, and adherence to legislative requirements.

Review existing procedures, identifies options, and recommends schedule for implementation, drafts model documents, and assesses impact on current workload. Develops or revises guidance material as appropriate.

Evaluating and analyzing OD operations and functions, developing, and implementing changes and/or improvements in procedures and operations to facilitate the OD mission.

Responsible for assuming a role in developing and implementing methods and procedures for review for special functional areas, such as, committee conflict of interest management, committee records management, and committee financial management.

Coordination of necessary administrative procedures within the OD to assure compliance with the conflicts of interest statutes, regulations, and NIH policy and procedures for the OD advisory committee members.

Review of conflicts of interest forms, updated OGE-450 Financial Disclosure Reports, and waiver requests. Evaluate conflicts of interest information for assigned OD advisory committee members prior to each advisory committee meeting.

Special projects and/or duties as assigned.

(b) (6)

**Office of Committee Management / National
Institute of Child Health
and Human Development (OCM/NHLBI /NIH) 06/2013 – 7/2020
Rockville, Maryland Grade Level: GS-301-12
Salary: \$ 94,970.00/Annually Hours per week: 40**

Lead Committee Management Specialist (LCMS)

Responsible for the oversight of National Institute of Child Health and Human Development (NICHD), NIH advisory committees established and operated under the FACA. Provides guidance, training, and assistance to the Designated Federal Official (DFO) and staff on various facets of managing advisory committees.

Develops guidance and defines procedures on the selection and appointment of committee members, including suitability in terms of composition of the current and proposed committee, membership, gender and minority representation, geographic distribution, terms and rotation of appointments, history of previous committee service, and adherence to legislative requirements.

Review existing procedures, identifies options, and recommends schedule for implementation, drafts model documents, and assesses impact on current workload. Develops or revises guidance material as appropriate.

Evaluating and analyzing IC operations and functions, developing, and implementing changes and/or improvements in procedures and operations to facilitate the NICHD, NIH mission.

Responsible for developing and implementing methods and procedures for review for special functional areas, such as, committee conflict of interest management, committee records management, and committee financial management.

Coordination of necessary administrative procedures within the IC to assure compliance with the conflicts of interest statutes, regulations, and NIH policy and procedures for the IC advisory committee members.

Review of conflicts of interest forms, updated OGE-450 Financial Disclosure Reports, and waiver requests. Evaluate conflicts of interest information for assigned IC advisory committee members prior to each advisory committee meeting.

(b) (6)

**Office of Committee Management /National
Heart, Lung, and Blood Institute/National
Institutes of Health (OCM/NHLBI /NIH)
Rockville, Maryland
Salary: \$ 94,970.00/Annually**

**06/2013 – 7/2020
Grade Level: GS-301-12
Hours per week: 40**

Committee Management Specialist (CMS)

Provides managerial support service to National Heart, Lung, and Blood Institute's (NHLBI's) Office of Committee Management by providing clients guidance and feedback on advisory committee charters, maintaining and safeguarding systems of records related to chartered advisory committees and committee financial management including member appointment documents, charters, minutes, financial confidential disclosure forms, and computer databases, and nominations for appointments of Special Government Employees (SGEs).

Manage advisory committee portfolio to ensure all activities comply with statutory requirements of the FACA and Institute committee management rules and regulations.

Provides management with reports, evaluated information, budgetary proposals, and similar products necessary for effective direction of program operations.

Collect and analyze qualitative and quantitative data needed for the development of policies, procedures, and rules to ensure Institute and Service Center Clients' compliance with the FACA and collect data needed for financial and statistical reporting purposes.

Analyze and report ethics issues in accordance with laws, policies, regulations and precedents, public and confidential financial disclosures for completeness, accuracy, potential conflicts of interests, and assists with the development of ethics training programs.

Conduct review and analysis of and SGE Confidential Financial Interest Reports (OGE-450) and Foreign Activities Questionnaire documentation.

Compose briefings and give presentations to key NHLBI staff, Committee Management Service Center clients, and Committee Management staff members on status reports that include recommended actions, encourage understanding of disputed or unpopular decisions, and negotiate solutions.

Ensure that documents and meeting proceedings comply with reporting and privacy related regulations (e.g., Privacy Act, Freedom of Information Act, Financial Right to Privacy Act, Emoluments Clause, etc.)

(b) (6)

**National Institute on Drug Abuse/
National Institutes of Health (NIDA/NIH)** 1/2008 – 06/2013
Rockville, Maryland **Grade Level: GS-303-07**
Salary: \$45,024.00/Annually **Hours per week: 40**

Extramural Support Assistant (ESA)

Provided a broad range administrative support: travel management, purchasing/procurement, logistics management, and some budget analysis to Scientific Review Officers (SRO) and senior staff in the Office of Extramural Affairs (OEA) in a variety of matters related to scientific review activities for the National Institute on Drug Abuse (NIDA) at the National Institutes of Health (NIH).

Served as liaison for the Division Director and the Division's SROs. This support involves discussing a variety of confidential matters with individuals who report to or have business interactions with these officials.

Provided guidance on grant and program administration policies and procedures in order to make recommendations for improving operational outcomes, including new approaches and interpretations consistent with the underlying requirements.

Organized scientific conferences and various scientific meetings, including but not limited to, grant and contract review meetings as well as various scientific workshops.

Ensured that documents and meeting proceedings complied with reporting and privacy related regulations (i.e., Privacy Act, Freedom of Information Act, and Financial Right to Privacy Act). Facilitated all OEA Division, NIDA Advisory Council members, and NIDA Federal reviewer's travel for international, domestic, and sponsored travel.

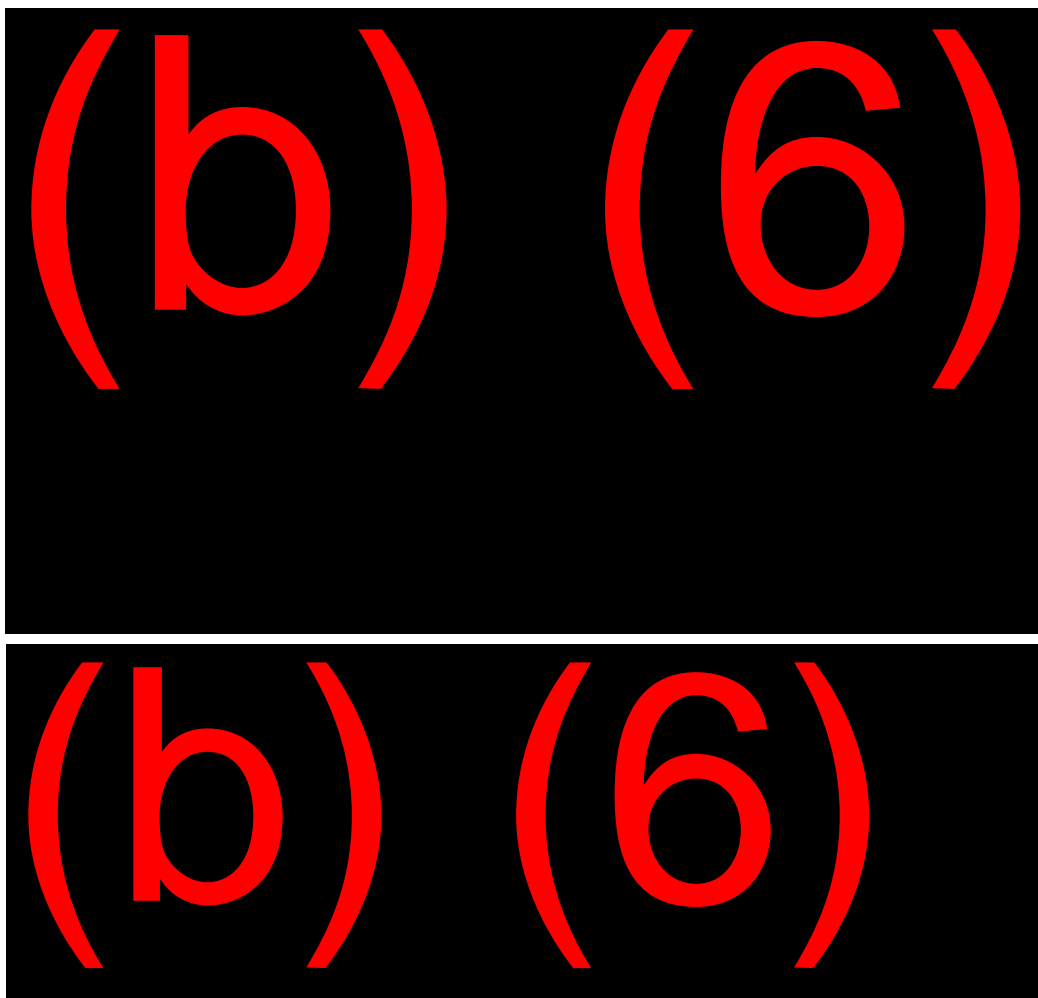
EDUCATION

University of Maryland University College
Adelphi, Maryland
Currently Attending
Major: Bachelor of Arts in Political Science

Middleton High School
(Presently named West Ashley High School)
Charleston, South Carolina
High School Diploma - 6/1995

(b) (6)

REFERENCES



(b) (6)

(b) (6)

PROFESSIONAL SUMMARY

Dedicated and organized management professional with proven business acumen, including training, teaching, and counseling skills. A strong track record for improving management policies and actions with applied research methods and analysis, practical problem-solving, conflict, and negotiation techniques. I am skilled at communicating complex information with the ability to train others and be a team player. I am seeking a position where I can contribute my knowledge and skills in an adult school setting that offers a genuine opportunity for the progression of others.

HIGHLIGHTS

- Engaging and Strong Public Speaker
- Innovative Thinker
- Personable and Approachable
- Strong Labor Employee Relations
- Training and Development
- Resourceful Management Professional
- Strategic Planning
- Accomplished Researcher in Leadership & Emotional Intelligence

EXPERIENCE

Department of Health and Human Services

Office of the General Counsel, Ethics Division, Washington, DC

08/2016 – Present

Lead Program Analyst; full-time, 40 hours per week

- Develop educational training documents; plan and execute policies to meet the department's mission for employee awareness of and compliance relative to financial disclosure requirements, standards of ethical conduct, political activity, and procurement integrity.
- Worked with financial closure team to research and develop new learning material for federal employees required to file financial disclosure forms.
- Keep abreast of ethics guidelines impacting federal requirements; manage deputy ethics counselors' and ethics counselors' appointments by identifying, communicating, and implementing quality improvements to ensure ethical program and workforce goals.
- Communicate program and management goals to staff; identify target results/outcomes and timeframes; and allocate and adjust resources in response to workload and priority changes.
- Conduct ethical program audits, including data analysis and evaluation of factual findings; interpret legislative and regulatory requirements; provide policy guidance for improved benchmark enhancement.
- Develop, organize and attend diversity, equity, inclusion, and accessibility (DEIA) functions; collaborate with colleagues on the strategic planning of the agency's DEIA policies, programs, and initiatives; revise and provide training materials; create surveys; locate resources and data concerning various matters related to DEIA.

National Treasury Employees Union (NTEU)

Vice President/Chief Steward, Washington, DC

01/2011 – Present

Public Service Position; full-time, 20 hours per week

- Advise and defend Federal government employees under the Collective Bargaining Agreement (CBA) and applicable federal laws, including jurisdictional issues related to complaints and/or appeals filed with the Merit Systems Protection Board, Office of Special Counsel, Office of the Inspector General, and U.S. Department of Labor (FMLA violations).
- Conduct informal trainings; instruct and introduce grievance procedures, negotiating techniques, and performance measures.
- Create compelling training activities to promote an open and interactive environment for enhanced learning related to labor employee actions.
- Negotiate performance and incentive awards, devise memorandums of understanding, and settlement agreements.
- Collaborate with NTEU officials to identify steward training needs using performance metric tools to connect materials to broader labor employee-related themes and current actions and events.
- Devise policy strategies, goals, and objectives to identify alternatives for operational awareness; determine areas of potential cost reduction, program improvement, and policy change.
- Steward advisor to help steward representatives understand and follow statutory obligations; ensure new member orientations are occurring as needed.
- Promote maximum involvement by Stewards in union activities; delegate duties to Stewards; chair meetings to share information, identify best practices and review grievances and other workplace issues; actively recruit new Stewards to achieve a representative body in NTEU.
- Develop and revise training manuals, workplace policies, and procedures; resolve conflicts and issues between Stewards and Labor Relation Officers.

Department of Health and Human Services

Assistant Secretary for Preparedness and Response (ASPR), Washington, DC

07/2010 – 08/2016

Program Analyst; full-time, 40 hours per week

- Evaluated strategic planning and implementation activities and processes to establish priorities, allocate resources, and formulate policies and agency initiatives; worked with senior management to develop budget projects; facilitated, advised, and monitored projects to support ASPR's mission and goals; defined, classified, recalled, and recognized performance outcomes to measure budget variables.
- Focused on narrative forms to gain knowledge and explain what and how many budget variables will or should match applicable outcomes through analysis and evaluation related to ASPR's budget justifications.
- Reviewed budget variables to determine why and how to use and apply them to prepare and update budget justifications; identified, analyzed, and resolved budgetary issues to develop alternative solutions; provided accurate monthly status of fund reports.
- Ensured adequacy of approved apportionments and make recommendations for reapportionments to ensure sufficiency of available budgetary resources.
- Served as an analyst in the establishment of a national advisory committee, pursuant to the Federal Advisory Committee Act, related to public health emergency preparedness and response; organized conferences and workshops; assisted with implementing advisory committees by hand-selecting groups of advisors with a broad range of expertise in science, medicine, and public health who are aligned with the culture and mission of ASPR.
- Reviewed operational guidance related to strategic and performance planning; identified links between agency-level strategic planning and program areas to ensure agency direction aligned with legislation requirements.
- Developed budget reports and data analyses, including grant materials, policy statements, and performance measures, to track progress toward reaching key goals and objectives; analyzed reports to identify trends or issues.
- Worked with various Prepared correspondence, briefing papers, talking points, budget data requests, and legislative reports addressing operational processes for critical internal and external stakeholders.
- Interpreted and provided guidance on fiscal year budget, standards, and regulations; created Standard Operating Procedures.

Surface Transportation Board

Washington, DC

02/2003 – 07/2010

Senior Paralegal Specialist; full-time, 40 hours per week

- Assisted attorneys with processing, investigating, adjudicating, and asserting claims under various legal authorities.
- Prepared and finalized decisions, memoranda, and correspondence; performed qualitative studies to reduce railroad surface risks.
- Assured documents filed in case management system were fully compliant with current federal, administrative, and local rules.
- Developed and reported emerging new or revised surface policies, procedures, standards, and legal guidance; interpreted, implemented, and provided technical advice and responses on rail policies, regulations, and procedures.
- Implemented new and modified surface-related policies to defend internal control processes consistent with agency mission requirements effectively.
- Prepared citations for the Federal Register; performed legal research; maintained case litigation management system and updated pleading files.
- Provided legal support services, including taking notes, communicating with rail officials, and managing hearing materials; tracked deadlines and appropriately prioritized and managed large document productions for ongoing projects.
- Reviewed pleadings and correspondence for accuracy; identified, excerpted, and digested key decisions; organized and prepared draft statements of facts with appropriate citations; verified citations and references using Bluebook.
- Communicated important facets of statutory and legal information; prepared summary reports regarding rail process improvements specific to actions before the Board. Performed research using automated legal research tools, such as Thomas.gov, LEXIS, and Westlaw.

Gary Clark's Why Say No Sports Camp/National Football League (Non-profit)

Washington, DC

11/1991 – Present

Assistant Director/Instructor; weekends, special events

- Instruct, develop and evaluate educational materials; recruit vendor participation and negotiate contracts.
- Organize fund-raising events; compose oral and written presentations and speeches; plan and organize briefings regarding essential life issues and challenges; conduct workshops and activities to eliminate lousy behavior to improve and reaffirm the self-confidence of young girls.
- Review space requirements for campsites and special events; develop recruiting methods and sources for summer job placements; manage and evaluate staffing needs and program activities.
- Develop new or modify camp rules and policies; establish short and long-range plans, goals, and objectives; form volunteer methods and procedures to improve business processes for internal and external projects and activities.
- Conduct sponsor meetings, community, and public affair events; negotiate vendor contracts and funding support, arrange and recruit foundation contributions and support from corporate sponsors.
- Coordinate NFL, NBA, and MLB player appearances and arrange media coverage.

EDUCATION

University of Phoenix

Doctor of Management, Organizational Leadership, 10/2021

Dissertation: Investigating the Leadership Styles

and Emotional Intelligence of Labor Union Leaders (Published)

University of Phoenix

Masters, Business Administration, 2009

University of Phoenix

Bachelor of Science, Information Systems, 2007

Northern Virginia Community College

Procurement & Acquisition Management, 2004 (Certification)

PROFESSIONAL TRAINING

Graduate School USA, Washington, DC 20024
Certificate, Program & Management Analyses, 2014

Lean Six Sigma – Green Belt Certified

PROFESSIONAL AFFILIATIONS

The National Society of Leadership and Success
University of Phoenix Lambda Sigma Chapter of the International Business Honor Society, Delta Mu Delta (DMD)
Vice President of the Mount Vernon Townes Home Owner Association
The National Association for the Advancement of Colored People
The National Museum of African American History and Culture

REFERENCES

(b) (6)

(b) (6)

Formal Education

AUG '00 – MAY '04 Diploma	Corsicana High School	Corsicana, TX
AUG '06 – MAY '07 A.A. Bus. Mgmt.	Tarrant County College	Arlington, TX
AUG '15 – DEC '18 B.A. Economics	University of Texas	Austin, TX

Certifications

Certified Texas Contract Manager (CTCM) *SEP '19 – Present (2 year 11 months)*

Professional Experience

MAY 2019 – PRES **Small Business Advocate, Office of the Governor** 40 hrs/Week

Within this role, I have the privilege of being the Team Lead for the Office of Small Business Assistance. Simultaneously, I serve as the office's Certified Texas Contract Manager. As the [Texas statutory](#) (Sec. 481.0067) required central point-of-contact for all State of Texas small business concerns, I exercise specialized experience in the following methods:

- Manage the department's annual interagency budgets between the Office of the Governor and the Texas Workforce Commission – contracts exceeding \$1.3M. These funds originate as a grant program through the Department of Labor as created by the Workforce Innovation and Opportunity Act (WIOA). As the contract manager, I am required to monitor, review, and forecast funds, in compliance with applicable rule, law, or regulation, in support of advanced budgeting functions.
- Provide assistance in the development of contract requirements and Statements of Work. I have experience in all phases of the acquisition process to include acquisition planning, solicitation, evaluation, award, administration, close-out, and termination. I have conducted numerous Requests for Proposal (RFP) and developed Statements of Work. I have executed contracts with government agencies as well as private vendors
- Lead strategic planning efforts, performance assessment, and reporting requirements within the Office of the Governor. This includes developing project plans and providing monthly, quarterly, and/or annual reports to the Texas Workforce Commission
- Travel across the state as a representative of the Office of the Governor – providing presentations and serving as a resource provider for small businesses and communities

- Utilize skills in writing and delivering professional briefings, presentations, and persuasive position papers and to synthesize information in a concise manner. I regularly conduct presentations to stakeholders on behalf of the Governor and State of Texas
- Provide business and financial management support as the consulting subject matter expert for all small business inquiries, statewide
- Plan and execute small business and workforce-related events. To date, I have developed over 40 resourceful events, assisting over 20,000 small businesses. These events have featured Federal, State, and Local officials and agencies as resources covering a myriad of topics.
- Evaluate the effectiveness of efforts of state agencies and other entities to assist small and Historically Underutilized Businesses (HUB) and make appropriate recommendations to the legislature and state agencies to assist the development and strengthening of these businesses. HUBs include veteran-, minority-, and women-owned businesses
- Possess knowledge of management and leadership principles with experience planning, assigning, and evaluating the work of subordinates in various locations. I lead the six-person Office of Small Business Assistance - advising and assisting staff and government agencies during procurement planning and monitor purchase requirements
- Examines the role of small businesses in the state's economy and their contribution in generating economic activity, expanding employment opportunities, promoting exports, stimulating innovation and entrepreneurship, and bringing new and untested products and services to the marketplace.

Experience implementing and/or overseeing advisory committees; including the creation, operation, and termination of such committees

- I currently serve as a central member of the [Community Reinvestment Workgroup](#) which is required per Texas statute. The workgroup initiates studies to research and develop reports identifying community reinvestment strategies and examples of Texas community reinvestment initiatives, including financial literacy surveys and related workshops held across the state.
- I am the presiding member of the [Governor's Small Business Advisory Task Force](#). The Task Force advises and assists the Governor, Lieutenant Governor, and Speaker of the House on issues relating to small business; as well as to assist and advise the Office of Small Business Assistance in their duties including serving as the principal focal point in the state for small and historically underutilized businesses.
- As the focal point for all small business matters in Texas, I am a founding member of the [Central Texas Small Business Ecosystem](#). Small businesses of color, women and LGBTQ entrepreneurs with fewer than 100 employees continue to experience gaps in capital and resources that create economic inequality. The purpose of this ecosystem is to identify partners, resources, and diminish inequalities to create a more inclusive economy.

JUL 2007 – JAN 2014

Petty Officer Second Class, United States Navy 50 hrs/Week

I served as an attachment to multiple commands within Naval Special Warfare Group 1. While at Logistics Support Unit One, I provided weaponry support to NSW commands located on the West Coast. Continuing my role at SEAL Team One, I achieved an overall 100% accountability rating for over 20,000 weapons and Visual Augmentation Systems – saving the Navy countless hours and dollars and resulting in me receiving multiple awards.

- Served as the subject matter expert and main logistical point-of-contact across multiple continents; oftentimes required to oversee the transportation of hazardous materials
- A Petty Officer is a supervisory rank and title awarded to someone who has exemplified sufficient knowledge in their field and a capacity for leadership. As a Petty Officer, I managed others from small mundane tasks all the way to crucial potentially life threatening sequences.
- As a logistician within Logistics Support Unit One as well as SEAL Team One, I served as a procurement and supply chain subject matter expert. As part of the procurement process, I was required to negotiate, prepare and administer contracts and agreements with both public and private organizations.
- Participated in meetings, briefings, committees/task forces with high level officials
- Acclimated to the fast-paced and high-demand needs of the military and Special Operations
- Active duty participant in Operation Iraqi Freedom, Operation Enduring Freedom, and the Global War on Terrorism
- Calendar and fiscal year planning alongside budget preparations and adherence
- As a conservator of taxpayer funds, reporting is a major component of a logistician. I have a proven record of accountability from my quarterly and annual reporting. Furthermore, as a member of Naval Special Warfare, the items I often procured were sensitive in nature. Therefore, they often required far more intense reporting and tracking than most other items. Nonetheless, I excelled.
- Ability to exercise good judgment, tact, diplomacy, and confidentiality in all dealings
- Daily use of data systems to ensure our troops were mission-ready

Business Systems

Data Management: SWALIS (Special Warfare Data Interface), EDEN (Data Storage)

Microsoft Office: Word, Excel, PowerPoint, Outlook, Access, Teams, Forms

Govt. Procurement: U.S. General Services Administration (GSA)
Texas Comptroller Statewide Procurement Division (SPD)

(b) (6)

WORK EXPERIENCE

(b) (6)

(This is a federal job)

1400 Defense Pentagon Washington DC

Salary: \$168,282.00 USD

Series: (b) (6)

8/16/2022 - Present

Bi-weekly Hours per week: 40

Pay Plan: GG- 15

Duties, Accomplishments, and Related Skills:

- Implement statutory and policy responsibilities reviews primarily for nuclear and dual-use goods; WMD related interdiction.
- Support for intelligence for U.S. sanctions activities under respective statutory authorities and executive actions; and support to U.S. Government delegations to multilateral export control regimes.
- Coordinate and deliver synchronized, tailored intelligence, assessments, plans, and recommendations to the Chairman/Joint Chiefs of Staff, National Security Council, Combatant Commands, and Interagency Partners.
- Synchronize and collaborate with OSD, Joint Staff, and Intelligence Community (IC) Senior Leadership to codify national security decisions.
- Advise and support the UN Military Staff Committee (MSC) and US United Nations ambassadors for critical DoD intelligence.
- Integrator for Foreign Partner interoperability and governance framework, coordinator for CJCS strategic dialogue.
- Work across the Joint Staff directorates, National Security Council (NSC), IC to ensure critical mission essential flow of information to WHS.
- Managed supplier quality and performance to achieve strategic and business goals.
- Collaborated with external clients and legal counsels on performance goals and assisted in the weekly, monthly, and quarterly performance reviews of key service providers.

(b) (6) (This is a federal job)

2600 Sangamore Rd Bethesda, MD

11/02/2020 - 8/15/2022

Salary: \$158,000.00 USD

Hours per week: 40

Series: (b) (6)

Pay Plan: GG – 14

Duties, Accomplishments, and Related Skills:

- Designed, developed, and delivered expert Nextgen technical solutions for technical exploitation operations and mission.
- Senior liaison/facilitator between the Center and mission partners to meet operational requirements
- Advised the Agency's senior leadership and management on appropriate responses to requests, bills, hearings, briefings, CODEL/STAFFDEL visits.
- Expert knowledge of customer requirements and near and long-term client objectives
- Contracting Officer Representative (COR), providing contractual reviews of existing operations, plans, contracts for compliance and effectiveness.

SENIOR PROGRAM MANAGER - NATIONAL MEDIA EXPLOITATION CENTER (This is a federal job)

2600 Sangamore Rd. Bethesda, MD

2/26/2017 - 11/01/2020

Salary: \$150,000.00 USD

Bi-weekly Hours per week: 40

Series: 0343 Management and Program Analysis

Pay Plan: GG – 14

Duties, Accomplishments, and Related Skills:

- Senior Program Manager for all ingestion, exploitation, prioritization, resource, tasking, production, and dissemination of Captured Enemy Material (CEM).
- Senior Contract and Resource Manager for exploitation operations (\$250M and 250+ personnel)
- Senior Program Manager for innovative and robust IT/Cyber tools, Counterintelligence (CI) techniques, procedures, and workflows into the Center to maximize efficiency and resources.
- Developed and supervised customer training program, with specific focus on lessons learned, risk management, lessons learned, metrics analysis, and train-the-trainer activities, to provide most effective training to partners.
- Implemented new Reporting Production Division reporting tools to provide robust and current intelligence products, for efficient and effective dissemination, eliminating outdated processes and procedures.
- Advised senior IC/LE leadership on reportable terrorist activities/intentions, Counterterrorist (CT) connections, Foreign Service assessments, cyber recommendations, and other IC related products.

- Advised Senior leadership on budgetary, contract, and program reviews for overall Center effectiveness.
- Briefed members of Congress/Staff, IC, foreign partners on DOMEX intelligence production and evolving operations and foreign assessments.
- Performed all aspects of contract administration; conducted inspections and provided technical guidance for the Government to ensure performance/delivery is in accordance with contract/order/mission requirements, to include all pre-award and post award functions, cost and/or price analysis, negotiations, and performance feedback; and recommended corrective actions.
- Serve as Contracting Representative Officer (COR) for Defense language support contract, IT modernization contract, property acquisition, and sensitive programs contract support.
- Provided contract technical guidance and advice to Senior Leadership, Contracting Officer, staff, and managers at all levels to assist them in accomplishing their stated goals quickly and in a cost-effective manner; provided quality assurance with responsibility for directing, developing, identifying deficient areas, and implementing policies that support contract development, contract maintenance, reviews, and an acquisition plan for large multi-year acquisitions; and developed, reviewed, and advised on the development of reliable Independent Government Cost Estimates (IGCEs) for use in planning and approval of proposed studies.
- Responsible for organizing information in concise report format, and ensures the analyses reflect information and actual trends in contract performance, to include long-range budget planning, IDIQ transitions, and metric analysis for future property and program decision-space.
- Implement policy and procedures for staff and operational components of the organization, to include development and approval of Statements of Work (SOW), Statements of Objectives (SOO), templates, and standard operating procedures (SOP), and managing lower-level Contracting Specialist with their own workload of assigned contract actions, milestones, projects, and duties.
- Performed analyses of quality information (i.e., deficiency data, audit reports, studies) as necessary, to institute appropriate corrective and preventive actions, and improved contract procedures.
- Assisted in rewriting or reorganizing course material in the Acquisition Center.
- Assisted with the developments of request for proposals and negotiation of agreements to create strategic supplier relationships for Logistics services.
- Managed supplier quality and performance to achieve strategic and business goals.
- Collaborated with external clients and legal counsels on performance goals and assisted in the weekly, monthly, and quarterly performance reviews of key service providers.
- Handled cradle-to-grave management of multi-year, multi-million-dollar federal contracts for over five years.

(b) (6) (This is a federal job)

200 MacDill Blvd Bolling AFB, DC
Salary: \$150,000.00 USD Per Year
Series: (b) (6)

2/16/2015 - 2/25/2017
Hours per week: 40
Pay Plan: GG - 14

Duties, Accomplishments, and Related Skills:

SENIOR ADVISOR

- Served as a Senior Officer performing liaison duties on behalf of the Agency to Congressional, federal, international offices, individuals, and organizations.
- Participated in developing and implementing proactive strategies for interaction commands, services, national agencies, directives, US Defense Attaches, and other groups within DoD.
- Advised the Agency's senior leadership and decision makers on appropriate responses to congressional requests, bills, hearings, briefings, CODEL/STAFFDEL visits, and RFIs.
- Advised senior leadership on domestic, Foreign Service assessments, and other IC related products. Established and participated in community-wide working groups.
- Provided guidance on establishment and implementation of DoD intelligence operational policy for the community.
- Conducted substantive defense information on extremely complex activities on behalf of the Agency's mission for information exchange/release to organizations in DoD or to one or more federal, private, and foreign organizations.
- Coordinated and supported counterpart visits, representing the Agency at IC forums.
- Prepared intelligence information reports on any IC information obtained. Provided policy and procedural guidance concerning the release of military intelligence to government and/or international exchange agreements.
- Conducted liaison duties with other IC and DoD elements. Provided direct support to the U.S. Commands, policy makers, and U.S. defense attaches.
- Provided formal training to DoD audiences on exchanges and disclosure policies.
- Interfaced and coordinated with representatives in OSD Legislative Affairs, DNI Congressional Affairs Office, CJCS Legislative Affairs, State Legislative Affairs, and Military Service Legislative Affairs offices.

CONGRESSIONAL AFFAIRS

- Prepared reports and responses to Congressionally Directed Actions (CDA). Served as a liaison officer and committee team monitor for official committees.

- Assisted in developing and implementing proactive strategies for interaction with federal or foreign offices on behalf of DoD.
- Reviewed congressional requests, bills, marks, reports and advises senior leadership on appropriate courses of action. Participated in preparation for testimony, maintained contacts with key Congressional members and staff, and coordinated meetings, hearings, or other contacts with the House and Senate. Shared information and coordinated approaches on Congressional issues and inquiries.
- Provided key support to Senate liaison efforts in areas where a cooperative and collaborative relationship are most beneficial. Conducted liaison with domestic or foreign IC services.
- Provided feedback to the Agency's management on other intelligence organizations' reaction to the Agency's collection and analytical efforts.
- Managed cooperative personnel efforts across organizational boundaries. Monitored and assessed collection, analysis, and information management operations.
- Prepared and coordinated complex IC related Agency staff actions. Established and participated in working groups with DoD and the IC.

OPERATIONAL FINANCE/LOGISTICAL PROGRAM MANAGER - DEPARTMENT OF DEFENSE (This is a federal job)

1400 Defense Pentagon Washington DC

Salary: \$138,000 USD Per Year

Series: 0340 Program Management

2/01/2009 - 2/15/2015

Hours per week: 40

Pay Plan: GG - 14

Duties, Accomplishments, and Related Skills:

PROGRAM MANAGER/CONTRACT SUPPORT

- Supervised staff operational support officers for DoD sensitive operations division.
- Handled cradle-to-grave management of multi-year, multi-million-dollar federal contracts for over five years, to include pre-award, technical guidance, and post evaluation.
- Provided operational support to combatant commands and field personnel both CONUS and OCONUS.
- Conducted oversight and review for operational plans and annexes in accordance with operational requirements and operational support for all agency and Combatant Commands personnel.
- Developed, reviewed, revised, and analyzed the efficiency and adequacy of agency regulations, policies, directives, standards, procedures, and guidance pertaining to DoD operations worldwide.

- Assessed support to current and future operational plans for effectiveness, validity, and compliance.
- Prepared congressional justification materials, testimony, and responses to information requests, speeches, briefings, and issuance papers for the validation and justification of requested budgets.
- Implemented and managed the agency's operational contingent funds for worldwide operations to include theater, unit, aviation, and maritime assets.
- Prepared detailed budget planning, requests, financial transfers, asset management, and operational management of collective resources to support operations.
- Performed as Contracting Officer Representative (COR), provided contractual and legal reviews of existing operations, plans, contracts for compliance and validity, while managing \$250M assets.
- Developed and managed initiatives and actions relevant to the warfighter requirements identified through operational needs, on-going or anticipated near-term contingency operations, and special operational environments.
- Served as key technical advisor for evaluating proposed quality management system, training development officer, and provided training to contract specialists, COR, and customers.
- Conducted instructions on COR and Performance Work Statement courses to students, agency Civilian and military personnel.

DUE DILIGENCE CHIEF

- Provided full-cycle operational assessments to evaluate the most efficient operational requirement and support to the Services and the agency.
- Evaluated the business processes of the Logistics/Finance Branch through studies, intake reviews, gap analyses, and workforce analyses to identify and resolve systemic issues and improve operations.

(b) (6)

(This is a federal job)

200 MacDill Blvd Bolling AFB, DC

4/22/2007 - 1/30/2009

Salary: \$95,000.00 USD Per Year

Hours per week: 40

Series: 1801 General Inspection, Investigation, Enforcement, And Compliance Series

Pay Plan: GG - 13

Duties, Accomplishments, and Related Skills:

INVESTIGATORY ACTIONS

- Conducted difficult and complex investigations, inquiries, and inspections concerning the agency's intelligence programs and functions.

- Ensured investigations comply with legal and regulatory procedures.
- Conducted preliminary inquiries to establish the probable cause for investigations.
- Developed investigative plans and issued resolutions to findings to identify weaknesses, deficiencies, and irregularities.
- Identified systemic issues, probable causes for investigation, and recommended corrective actions. Led project teams composed of evaluators and inspectors ensuring all work meets evaluation standards.

REGULATORY COMPLIANCE

- Investigated, examined, evaluated, and assessed compliance with laws and regulations.
- Promoted efficiency and effectiveness of activities.
- Referred cases involving any fraud, waste, abuse, malfeasance or misfeasance, collusion, or violations of law to the appropriate officials immediately upon discovery.
- Conducted intelligence oversight investigations and inspections in accordance with regulatory requirements.
- Participated in the development of inspection proposals and guidelines, conducted complex research tasks, and developed and documented inspection findings, conclusions, and recommendations designed to improve the efficiency and/or effectiveness of agency intelligence activities.

RESEARCH AND ANALYSIS

- Obtained technical knowledge of advanced investigation and inspection concepts, principles, practices, laws, regulations, methods, and techniques.
- Participated in conducting large-scale assessments of multiple organizations and geographic divisions of sensitive, complex programs/processes.
- Developed summary reports and/or trend reports describing review findings.
- Researched, gathered, analyzed, and assimilated data; and evaluated the significance of that data.
- Articulated complex methodology for assessments and evaluations concisely and in terms relevant to the user to create insight that supports decision-making.

ADMINISTRATION AND PROGRAM MANAGEMENT

- Organized and directed the work program of an element for which program objectives and limitations were established.
- Developed investigative products that were complete, impartial, and fully supported by evidence. Prepared reports of investigations, clearly stated findings and conclusions based upon regulatory and/or statutory provisions.
- Participated in evaluations of agency intelligence oversight training programs conducted by agency staff elements to determine effectiveness and recommendations for improvements.

- Built plans by projecting, prioritizing, and aligning resources such as personnel, materials, facilities/equipment, and funding with activities/tasks to accomplish objectives.
- Established clear, realistic, measurable goals and objectives to ensure others understood the guidance, deadlines and expected outcomes/products.

QUANTITATIVE AND QUALITATIVE EVALUATION METHODOLOGIES

- Conducted a full on-site inspection of the US Defense Attaché Offices (USDAOs) in the US Embassy Brazil, Uganda, Kenya, Ethiopia, Chad, and numerous others.
- Prior to on-site inspections, performed a full data metric workup and review of intelligence oversight compliance, intelligence product output, expenditure of funds, collection operations, and physical security. Interviewed the Ambassador, Deputy Ambassador, Chief of Station, LEGAT, and all related personnel at the USDAO to inspect the working relationships that existed between the USDAO and the embassy.
- Upon completion of the onsite inspection, briefed the director and branch chief of findings and then wrote a final report that was sent to the agency's director, DODIG, ATSD (IO), USDAO, and the embassy. Accompanied the USCENTCOM's Deputy Inspector General (IG) to Guantanamo Bay, Cuba to inspect Joint Task Force detainee operations, intelligence oversight program compliance, and the working relations between the DIA's and DOD's personnel.

DOD AND FEDERAL SECTOR OBJECTIVES, PROGRAMS, AND POLICIES

- Reviewed DIA's detainee operations for compliance with the authority and mission given by DIA, the DOD, and the US Army directives and regulations.
- Evaluated interrogation procedures used for compliance with guidance that govern detainee operations. Involved researching and comprehending past and present DOD/DIA interrogation regulations.
- Conducted a staff assistance visit for DIA's security divisions requiring knowledge of Executive Order 12333, DoD directives 5240, 5240.1R, which governs and gives authority to intelligence operations and the DIA's 60-4 and IG (IO) SOP, which governs how evaluations and inspections are conducted.

CONTRACT SPECIALIST - THOMSON WEST LEGAL & REGULATORY

1333 H St. Washington, DC
Salary: \$125,000.00 USD Per Year

4/20/2006 - 4/21/2007
Hours per week: 50

Duties, Accomplishments, and Related Skills:

- Coordinated legal research, teaching, sales, marketing, and personnel management nationwide for existing government contracts.

- Performed legal and regulatory reviews of contracts and negotiated contract renewals for national federal clients, to include IRS, DOJ, and the Federal Courts System.
- Analyzed client needs, consulted, and recommended appropriate legal actions, remedies, and courses of actions.
- Sought out prospective clients through referrals, industry databases, and lead follow-up from direct mail and trade shows.
- Attended trade shows, industry meetings, training, and conferences, and hosted online webinars and demonstrations.

LAW CLERK - BALTIMORE CITY STATE'S ATTORNEY'S OFFICE HOMICIDE DIVISION

120 E. Baltimore Ave Baltimore, MD
Salary: \$30,000.00 USD Per Year

12/15/2003 - 4/19/2006
Hours per week: 20

Duties, Accomplishments, and Related Skills:

- Assisted and supported homicide division prosecutors in research, investigations, trial preparation.
- Researched and wrote Writs, Subpoenas, Post-Conviction Petition Answers, motions, etc.
- Submitted timely petitions, answers, motions to the Clerk of the Court and Grand Jury.
- Researched and analyzed complex issues arising during trial and motion practice in the court, handling communications to the court supervising interns.
- Conducted preliminary inquiries to establish probable cause for investigation; developed investigation plans and conducted investigations to issue resolutions.
- Developed and documented inspection findings and developed inspection conclusions and recommendations designed to improve the efficiency and/or effectiveness of investigative activities.
- Reviewed, studied, and searched annotated laws, court decisions, documents, opinions, briefs, and related legal authorities to process suits, trials, hearings, appeals, and other litigated matters.
- Perused and assimilated opinions, briefs, and motions and extracts to determine points of law and fact.
- Prepared briefs, legal memoranda, and statements of issues involved, including appropriate suggestions or recommendations to the judge.
- Compiled references on laws and decisions necessary for legal determinations; conferred with judges, members of the bar, the administrative director and staff.
- Studied and recommended procedural rules and changes, new and pending legislation, and provided counsel on respective legislation.

- Demonstrated analytical ability to critically assess and articulate information both orally and written.

AIRLINE CAPTAIN - EXPRESSJET AIRLINES

17795 John F. Kennedy Service Rd Houston, TX
Salary: \$85,000.00 USD Per Year

8/16/1999 - 09/01/2003
Hours per week: 40

Duties, Accomplishments, and Related Skills:

- Flew Embraer-145 and Embraer-135 regional jet aircraft for scheduled part 121 flight operations, Regional Airline in accordance with FAA and ICAO regulations.
- Routinely flew CONUS and OCONUS flights into the USA, Mexico, and Canada.
- Acquired information about routes, weather, passengers, and aircraft. Utilized efficient training and techniques for effective cockpit resource management and ensured safety of flight procedures.
- Developed flight plans to include route, most efficient altitude, and fuel requirements, consumption. As Pilot-In-Command, briefed cabin crew on duties and responsibilities and assignments.
- Conducted preflight and post flight maintenance checks on the navigation and operating flight control systems. Communicated with air traffic control prior to take-off, landing, and in-flight.
- Interpreted complex data. Monitored aircraft technical performance, position, weather conditions, air traffic, and all other safety of flight requirements. Reacted promptly and appropriately to environmental changes and emergencies.
- Provided training and instruction in aircraft operations for junior pilots.
- Utilized the company's electronic travel/time and attendance software to schedule flights, change schedule, and input time/attendance worked for pay purposes.
- Served as Assistant Airline Safety Officer and routinely examined and analyzed pilot performance incidents for regulation/procedural compliance and recommended corrective action.
- Assisted in creating the airline's first Mexican Flight training after a series of near-mishaps of flights flown by unprepared and inexperienced flight crews.
- Read, maintained, and analyzed safety trends, hazard avoidance, and current FAA recommended procedures.
- The EMB-145XR had a max take-off weight MTOW of 53,131 lbs, 2000 nm range, the Honeywell Primus 1000 avionics integrated cockpit, CAT I-III capabilities,
- Currently hold an Airline Transport Pilot's license issued by the Federal Aviation Administration with the EMB-145 type rating.

SECURITY MANAGER - DEPARTMENT OF ENERGY/METEC

19901 Germantown Rd Germantown, MD

9/01/2002 - 2/01/2003

Salary: \$40,000.00 USD Per Year

Hours per week: 35

Duties, Accomplishments, and Related Skills:

- Managed security staff for implementation and support of Department of Energy directives.
- Developed and maintained existing security measures for Department of Energy classified areas.
- Recorded and tracked all foreign national visits to all Department of Energy sites.
- Created and implemented security policy, procedures, systems, and programs involving the loyalty and reliability of people.
- Reviewed and determined the suitability and security eligibility of individuals for entry and retention in sensitive and non-sensitive positions, to include security clearance determinations for employees or other persons for access to sensitive information, resources, material, or work sites.
- Developed and implemented policies and procedures for the personnel security program within the agency or organization reviewing requests for security clearances and special accesses, interviewing nominees or applicants, affording rights to due process through hearings when necessary, applying agency or organizational regulations regarding the type of personal security check required (i.e., national agency check, special background investigation, etc.) and requesting an investigation from the appropriate organization.

SIMULATOR CO-PILOT - FLIGHT SAFETY INTERNATIONAL

155 N. Dupont Hwy New Castle, DE

8/01/1997 - 8/16/1999

Salary: \$25,000.00 USD Per Year

Hours per week: 20

Duties, Accomplishments, and Related Skills:

- Acted as Co-Pilot/Flight Instructor in the Hawker 800 XP and 700 simulators for client type certificates.
- Assisted in development of student flight operations curriculum.
- Organized and updated training syllabi, instructional lectures and briefs, and all other classroom and simulator instructional requirements.
- Tracked and monitored all student learning status, to ensure competent and proficient pilots at the end of the learning lifecycle.
- Conducted operational and functional maintenance tests to ensure the \$24M simulators were fully functional and operational ready for the learning curriculum.

CARGO PILOT - SMITH/KLINE-BEECHAM FLIGHT DEPT

2501 Bernville Rd Laureldale, PA
Salary: \$45,000.00 USD Per Year

8/05/1997 - 8/15/1999
Hours per week: 50

Duties, Accomplishments, and Related Skills:

- Flew part 91 night cargo operations and lifeguard/life donor flights throughout the US.
- Conducted aircraft operations in accordance with FAA and ICAO regulations.
- Performed pre-flight maintenance checks, to include pre-flight inspections, navigational calibrations, airworthiness certifications, flight manual, weight and balance, and alternate takeoff and landing runway planning and evaluations in accordance with FAA part 91 flight rules and IFR and VFR flight requirements.
- Conducted departure, enroute, and destination weather planning and briefings to passengers and crew.
- Performed pre-flight operational testing of flight controls, flaps, propellor governors, fuel topping governors, propellor feather testing, crew and passenger oxygen testing, pressurization testing, auto-pilot engagement and disengagement, electric and manual trim operations, and all other checks in accordance with FAA regulations on assigned aircraft.
- Acquired information about routes, weather, passengers, and aircraft. Utilize efficient training and techniques for effective cockpit resource management and ensure safety of flight procedures.
- Developed flight plans to include route, most efficient altitude, and fuel requirements and consumption.
- Brief cabin crew on duties, responsibilities, and assignments.
- Conducted pre-flight maintenance checks on the navigation and operating flight control systems.
- Monitored aircraft technical performance, position, weather conditions, air traffic, and all other safety of flight requirements.

AIRCREWMAN/TEST CONFIGURATION MANAGER/WEAPONS OFFICER - U.S. NAVY

NASNI North Island San Diego, CA
Salary: \$55,000.00 USD Per Year

1/22/1984 - 9/30/1993
Hours per week: 50

Duties, Accomplishments, and Related Skills:

- Initiated Test and Evaluation (T&E) on the AGM-65 Harpoon ASUW Missile system for weapon effectiveness, reliability, and compatibility in reference to S-3B weapons delivery.
- Conducted Live Weapons delivery at various U. S. Naval test ranges.
- Assigned to T&E projects to conduct evaluations on existing, upgrade, and future considerations for the S-3B weapons, APS-134 ISAR, UYS-1, and guidance delivery systems.
- Produced white paper on compatibility/upgrade software & Hardware issues for the MK-57 Depth Bomb for the S-3A/B Viking.
- Conducted and participated in tracking and live weapons delivery for fleet training and testing.
- Maintained all-source intelligence assessments on threats to air/land/sea operations, electronic warfare systems, and other agency ground forces.
- Coordinated drug interdiction flight operations off the coast of California/Mexico.
- Flew electronic warfare system operations against known and simulated hostile targets/environments.
- Determined maintenance requirements, monitored maintenance, conducted associated inspections, calibrations, and functional tests of applicable equipment, computers, navigational aids, weapons systems, and provided operational testing and checks of applicable equipment, ensuring readiness for flight and operational effectiveness.

EDUCATION

UNIVERSITY OF BALTIMORE SCHOOL OF LAW

Baltimore, MD United States

Juris Doctor (J.D.) 2003 - 2006

Credits Earned: 120 Semester Hours

Major: Law

Relevant Coursework: Contracts, legal writing, regulatory, tax, corporation, torts, criminal, constitution

DICKINSON COLLEGE

Carlisle, PA United States

Bachelor of Arts (B.A.) 1995 - 1997

Credits Earned: 120 Semester Hours

Major: Policy Studies Minor: Political Science

Relevant Coursework: Policy, accounting, statistics, economics, computer science, art, history, science, theory, management.

PROFESSIONAL TRAINING & DEVELOPMENT

Contracts and Acquisitions

- DoD Acquisition Basic Course
- CON 070 Source Selection
- CON 091 Contracting Fundamentals
- CON 100 Shaping Smart Business Arrangements
- CON 110 Mission Support Planning
- CON 111 Mission Planning Executions
- CON 112 Mission Performance Assessments
- CON 120 Mission Focused
- CON 121 Contract Planning
- CON 160 Contracting Competition
- CON 204 Intermediate Contract Pricing
- CON 210 Government Contract Law
- CON 214 Business Decisions for contraction
- CON 215 Intermediate Contracting for Mission Support
- CON 216 Legal Considerations in Contracting
- CON 217 Cost Analyses and Negotiation Techniques
- CON 218 Advanced Mission Support
- CMS Post Award Management
- CMS Requisitioner
- COR Essentials
- Audit Readiness Rollout
- CLC 222 Contract Officer Representative
- CLC 001 Defense Subcontracting Management
- CLC 004 Market Research
- CLC 007 Contract Source Selection
- CLC 013 Performance-Based Services Acquisition
- CLC 026 Performance Based Payments Overview
- CLC 027 Buy American Acts
- CLC 044 Alternate Dispute Resolution
- CLC 047 Contract Negotiation Techniques
- CLM 016 Cost Estimating
- CLM 003 Acquisition Ethics

Leadership Training

- Keystone Basic & Advanced
- Senior Supervisory Training I & II
- Speed of Trust - Steven Covey
- Tetra Maps Foundations

Intelligence Training

- Defense Debriefing Course
- Source Operations Training
- Targeting I & II
- Collection Management I & II
- Intelligence Information Report Basic & Advanced

REFERENCES

(b) (6)

Natasha M. Copeland

(b) (6)

EMPLOYMENT HISTORY

Deputy Director, GS-343-14 Step 4, (June 2019 – present)

40 hours per week \$138,856 per year

Office of Federal Advisory Committee Policy

National Institutes of Health

Bethesda, MD 20892

(b) (6)

As the Deputy Director with the Office of Federal Advisory Committee Policy (OFACP), I assist in managing a staff of 9 individuals and have direct oversight of 4 staff members. I oversaw and managed the committees of the Advisory Committee to the Director, NIH, the Advisory Committee to the Deputy Director for Intramural Research, and the NIH Human Fetal Tissue Research Ethics Advisory Board – FY2020.

SPECIAL DUTIES AND ASSIGNMENTS

As a co-chair of the CMM Phase 2 Working Group, I assist our eRA IT Team with overseeing the rollout of the Automation of the Nomination Slates and Appointment Process at NIH. I am the NIH Point-of-Contact for the Federal Advisory Committee Act (FACA) Database between the Committee Management community, the Department of Health and Human Services and the General Services Administration. Additionally, I am the Point of Contact for the Committee Management Module Redesigned IMPAC II Database. I am responsible for the writing and revisions of policy for this office. I also offer expert advice to the Committee Management Officers for the Agency for Healthcare Research Quality (FACA Database and General Questions) and Center for Disease Control (IMPAC II). I oversaw the amending and processing of 23 Board of Scientific Counselors charters for NIH.

REGULAR DUTIES

Develops and implements procedures to streamline Federal advisory committee policies and operations for the NIH and disseminates such policies and procedures to appropriate staff. Sets the criteria for reviewing and presenting nomination slates, committee charters, and all other operational work products, using extensive knowledge of Federal advisory committee operations, to assure that final products are consistently of high quality.

Identifies problem areas and provides recommendations and direction in the development or revision of policies, procedures, and internal control mechanisms necessary to ensure enough program operation as well as the allocation and management of resources. Performs analysis on administrative topics which have an impact across NIH. Collaborates with the Director, OFACP and other senior NIH staff on a wide range of management issues and problems that affect the

NIH. In the absence of the Director, OFACP, I act as an official with approval authority. Analyzes administrative issues and provides viable options and alternatives.

Based on comprehensive knowledge of laws and policies governing NIH membership requirements, I serve as final reviewer and independently review and analyze information received on each nominee from the ICs. I verify that all pertinent criteria have been satisfied.

Receives and analyzes recommendations for prospective members to NIH chartered committees from HHS, Congress, and public advocacy groups. Utilizes sound judgment regarding the views and opinions of the current administration in analyzing and processing this material. Comprehensively reviews each slate of nominees for suitability in context of conformance to legislative requirements and composition of current and proposed committee membership regarding gender and ethnic/minority representation, geographic distribution, terms of appointment, rotation of member appointments, and history of previous service on NIH committees. In the event of problems, offers and explores solutions with IC senior staff and/or the IC Committee Management Officer (CMO).

Acts as an intermediary and interpreter of guidelines and written and oral instructions between OS, the Director, NIH, the IC CMOs, Scientific Review Officers (SROs) and other staff. Exercises considerable judgment in analysis of Federal, HHS, and NIH legislation, regulations and policies for compliance. Reviews, analyzes and clears IC requests for waivers from membership requirements. As necessary, negotiates with IC for stronger justification or clears through appropriate NIH staff and submits to Director, NIH, for approval.

Oversees and/or assists in the development of periodic and special reports, frequently under pressure of short deadlines when the information is requested by NIH, DHHS, GSA, or the White House. Determines the appropriate source of information, conducts statistical analyses, and analyzes a wide variety of data for special projects and data calls. Reports include the Annual Comprehensive Review of Federal Advisory Committees (ACR), various financial and statistical reports, and responses to White House, Congressional and public requests for information.

Determines the accuracy of data entered in the Financial Operating Plan, a detailed compilation of actual and estimated committee costs. This document is the basis for reporting estimated committee expenditures during committee charter establishments or renewals, the ACR, and other reports or projects. Annually evaluate and update ACR guidelines for the Committee Management Community to ensure understanding of the proper procedures for entering data into the FACA Database. Additionally, provide training of redesigned FACA Database for the community as needed. Creates end of Fiscal Year Financial Spreadsheets to determine NIH Costs by IC and NIH for Senior Leadership.

Analyzes and reviews committee charters and renewal packages for conformance to legislation, regulations or policy. Revises or edits packages as necessary to ensure that charter renewals are timely. Based on comprehensive knowledge of NIH and HHS requirements, reviews and

analyzes documentation submitted by the IC CMOs for the establishment, renewal, and termination of charters.

Serves as Chair and Principal Coordinator for the Committee Management Users Group (CMUG), responsible for reserving meeting space and setting agenda for regular meetings. Maintain group mailing list. Gathering group opinions either in person at meetings or through emails. Makes final recommendations regarding IMPAC II priorities.

Program Analyst, GS-343-13 Step 4, (October 2015 – June 2019)

40 hours per week \$109,088 per year

Office of Federal Advisory Committee Policy

National Institutes of Health

Bethesda, MD 20892

(b) (6)

As a Program Analyst with the Office of Federal Advisory Committee Policy (OFACP), I oversaw and managed the committees of the National Institute of Allergy and Infectious Diseases Service Center, the committees of the National Institute on Drug Abuse, the Advisory Committee to the Director and many Integrated Review Groups for the Center of Scientific Research.

SPECIAL DUTIES AND ASSIGNMENTS

I participated on the Optimize NIH Subcommittees, Data Flow and Reports and Nomination Slates and Appointments. I am a member of the Committee Management Module (CMM) Redesign Phase 1 Working Group and the current Chair of the CMM Phase 2 Working Group. I am the NIH Point-of-Contact for the Federal Advisory Committee Act (FACA) Database between the Committee Management community, the Department of Health and Human Services and the General Services Administration. Additionally, the Point of Contact for the current CM IMPAC II Database and the CMM Redesigned IMPAC II Database. Prepared a presentation and presented it to the Office of AIDS Research Advisory Council and offered expert advice to the Helping to End Addiction Long-term (HEAL) Multi-Disciplinary Working Group Conflict of Interest Training.

REGULAR DUTIES

Identified problem areas and provided recommendations and direction in the development or revision of policies, procedures, and internal control mechanisms necessary to ensure enough program operation as well as the allocation and management of resources. Performed analysis on administrative topics which have an impact across NIH. Collaborated with the Director, OFACP, and other senior NIH staff on a wide range of management issues and problems that affect the NIH. Analyzed administrative issues and provides viable options and alternatives.

Based on comprehensive knowledge of laws and policies governing NIH membership requirements, independently reviewed and analyzed information received on each nominee from the ICs. Verified that all pertinent criteria have been satisfied.

Received and analyzed recommendations for prospective members to NIH chartered committees from HHS, Congress, and public advocacy groups. Utilized sound judgment regarding the views and opinions of the current administration in analyzing and processing this material.

Comprehensively reviewed each slate of nominees for suitability in context of conformance to legislative requirements and composition of current and proposed committee membership regarding female and minority representation, geographic distribution, terms of appointment, rotation of member appointments, and history of previous service on NIH committees. In the event of problems, offers and explores solutions with IC senior staff and/or the IC Committee Management Officer (CMO).

For appointments approved by the President or the Secretary, HHS, tracked slates through clearance by the Office of the Secretary (OS), and final presentation for approval and signature. Communicated regularly with OS regarding clearance of these appointment packages. Acted as an intermediary and interpreter of guidelines and written and oral instructions between OS, the Director, NIH, the IC CMOs, Scientific Review Officers (SROs) and other staff. Exercised considerable judgment in analysis of Federal, HHS, and NIH legislation, regulations and policies for compliance. Reviewed, analyzed and cleared IC requests for waivers from membership requirements. As necessary, negotiates with IC for stronger justification or clears through appropriate NIH staff and submits to Director, NIH, for approval.

Analyzed and reviewed committee charters and renewal packages for conformance to legislation, regulations or policy. Revised or edited packages as necessary to ensure that charter renewals are timely. Based on comprehensive knowledge of NIH and HHS requirements, reviewed and analyzed documentation submitted by the IC CMOs for the establishment, renewal, and termination of charters.

Served as Chair and Principal Coordinator for the Committee Management Users Group (CMUG), responsible for reserving meeting space and setting agenda for regular meetings. Maintained group mailing list. Gathered group opinions either in person at meetings or through emails. Made final recommendations regarding IMPAC II priorities.

On a daily basis and in a timely fashion, reviewed notices for Federal advisory committee meetings to be published in the *Federal Register* in compliance with FACA, the Government in the Sunshine Act, and existing NIH policies and procedures. Forwards notices to the NIH office of the OGC, when appropriate.

Senior Committee Management Specialist, GS-343-12 step 2, (April 2006 — October 2015)
40 (PLUS) hours per week \$78,924 per year
Division of Extramural Activities
National Cancer Institute
National Institutes of Health
Rockville, MD 20850

(b) (6)

As a Committee Management Specialist, I was independently responsible for the management of the NCI Board of Scientific Advisors (BSA), the NCI Board of Scientific Counselors – Basic Sciences, NCI Board of Scientific Counselors – Clinical Sciences and Epidemiology, and the NIH Council of Councils.

Prepared meeting notices and monitored committee meetings for the purpose of compliance with FACA, the Government in Sunshine Act, and NIH Office of Federal Advisory Committee Policies (OFACP). Received notifications from the committee Executive Secretary (DFO) of sponsored regular and ad hoc meetings to be held. Made recommendations for compliance with regulations that no meeting be held unless timely notice of meeting can be published in the Federal Register; assures that the public has access to and the opportunity to participate in meetings subject to Section 552b of Title V, U.S.C; and monitors these announcements. Secured clearances for off campus meetings. Assisted in obtaining the minutes from all NCI chartered committee meetings and conducting reviews to ensure compliance with OFACP Policy. Ensured that all meeting minutes are signed within 90 days of each meeting. Responsible for the final review of all pertinent memoranda; and monitored these announcements.

Worked directly with the Committee Management Officer in coordinating the set-up of the three annual meetings of the BSA, as well as its subcommittees and working groups. Served as focal point for information and requests for Board participation of Federal employees and the public. Identified requests based on Board involvement and NCI policy. Prepared all necessary Board member correspondence, materials for invited speakers, Professional Service Contracts, and any additional notification documentation, as needed. Monitored Board action items list to ensure that critical and necessary tasks relating to the planning and conduct of BSA meetings are accomplished in an efficient and timely manner. Worked directly with Committee Management Officer in orchestrating the logistical and administrative support during Board meetings, including meeting room facilities, audio-visual requirements, and distribution of Board-related background materials. Attended all meetings of the BSA with the Committee Management Officer for the purpose of keeping informed on member's interests noting significant developments and recommendations which may require further action. Assisted the Special Assistant to the Director in ensuring that all members received the necessary logistical information for the March 2014 BSA Virtual meeting. Contacted members to make sure they were able to sign on virtually for the meeting to ensure that the meeting ran smoothly.

Served as the focal point for the BSA subcommittees and working groups and works with the Executive Secretaries in ensuring that policy and regulations are compliant for both.

Responsible for the logistical information for both subcommittees and ensuring that all information required for the meetings are done in a timely manner. Worked independently in ensuring that all reports, documents and meeting materials are completed and filed for the subcommittees and working groups. Attended all meetings providing FACA and Ethics guidance to the DFO when necessary.

Prepared information for the Annual Report of the President to Congress, which consists of meeting minutes, narrative summaries and a complete list of meeting dates. Utilized the NIH committee management database and the DEA SREA database, prepared the quarterly report on minorities/women; maintains a database on all NCI/NIH chartered committee meetings published in the Federal Register. Compiles and monitors all committee work papers associated with the conduct of NCI advisory committee meetings. Maintained records of committee costs and reporting procedures included in charter establishment and renewal documents.

Reviewed forms for completeness and advised the Committee Management Officer and the Deputy of any need to obtain additional information from committee members. Provided management advisory services on all aspects of Committee Management. In the absence of the Committee Management Officer and the Deputy acted as an official with approval authority. Preparation of various reports, under pressure and with short deadlines when the information is requested by NCI, NIH, DHHS, GSA, or the White House. Various reports include: the annual GSA report, quarterly female/minority representation report, annual agency Ethics and Lobbyist reports and the end of the fiscal year President's Annual Comprehensive Report.

Assisted NCI Ethics Office with the requisite information in the preparation of general and specific waivers for committee members as necessary. Ensured that all of the appropriate meeting conflict of interest certification forms are maintained for assigned committees in accordance with NIH Policy.

Ensured that letters of invitation specify the conditional nature of selection and provides guidance to potential Special Government Employees (SGEs) advisory committee members in completing a Confidential Financial Disclosure Report (OGE-450) documents. Compiled and maintained approved OGE-450 forms, member waivers, and updated OGE-450 addendums in accordance with the Privacy Act. Maintained required tracking sheets for OGE-450 documents, ensuring secured filing of confidential documents as required by DHHS and NIH regulations and policies.

Served as an expert Coordinator for the Federal Advisory Committee Act to Committee Management clients on all rules, regulations, guidelines, policies and procedures of FACA including issues of promises of confidentiality and withholding of sensitive business or as appropriate collection, retention, dissemination and destruction of records. Served as an expert on NIHs Waiver Policy and Procedure. Provided guidance and training to DEA Review and Committee Management Staff on policies and procedures to ensure that compliance is met for Peer Review Meetings. Maintained the Waiver Hyperlink Spreadsheet to update information. Prepared a Waiver Checklist for Program Specialists/Analysts which ensures that all documents

have been effectively reviewed by DEA before being submitted to the Office of Federal Advisory Committee Policy for final review and approval by the NIH Deputy Director. Responsible for the filing of all approved waivers and maintains the documents for future reference. Effectively analyzed and interpreted all existing and proposed regulations; collects, organizes, and analyzes qualitative and quantitative data needed and participated in the development of policies, procedures and rules to assure all client ICs, compliance with FACA.

Responsible for the full range of Federal Advisory Committee activities and oversaw assigned committee's operation to ensure that the letter and spirit of the law are implemented. Attended committee meetings, prepares and/or reviews committee nomination slates, Federal Register Notices, Charter packages for the establishment, amendment and termination of committees; and is responsible for GSA, HHS, and NIH required reports pertaining to FACA committees. Monitored all advisory committees to ensure compliance with the PHS Act, FOIA, Transparency Act, Privacy Act, and COI regulations.

Provided accurate technical advice for the operation of assigned Service Center client advisory committees to regular members, Special Government Employees, experts, consultants, Institute Directors and Deputy Directors, Scientific Directors, Executive Secretaries/Directors, Scientific Directors, Scientific Review Officers, Executive Officers, and other staff. When necessary acts as primary provider for clients or backup for other staff. Independently coordinated workloads (individual and special activities) to ensure all requirements for committee operations are completed in a correct and efficient manner. Provided a continuum of monitoring activities to insure compliance with all federal committee procedures and guidelines. Oversaw and/or assisted in the development of periodic and special reports, frequently under short deadlines.

Evaluated/developed guidelines, etc. for service center procedures and recommends revisions for more efficient productivity. Participated with the CMO in the overall management and operations of committee management functions. Participated with the CMO in establishing mechanisms for evaluating the effectiveness of operations and initiated changes and improvements when warranted. Attended all assigned advisory board meetings providing FACA and Ethics guidance to the DFO when necessary.

Coordinated necessary administrative procedures and reviews and analyzes recommendations to assure compliance with the conflict of interest statutes, regulations, and NIH policy and procedures by assigned Service Center Special Government (SGE) Employee Advisory committee members.

Conducted analysis of new member SGE Confidential Financial Interest Reports (OGE-450) and Foreign Activities Questionnaire documentation for the Council of Councils. Researched and evaluated conflict of interest including financial interests and covered relationships, foreign activities issues and under the guidance of the Committee Management Officer provides advice on possible resolution or, if necessary, recommendation/justification for divestiture of conflict of interest/foreign activity. Communicated with the NIH Ethics Office and new members to ensure that the information was disseminated correctly so that the new members were cleared in a

timely manner.

Evaluated/developed guidelines for service center procedures and recommends revisions for more efficient productivity. Attended Committee Management User Group meetings and make recommendations on how to update and improve IMPAC II. Acted as first line of assistance for questions by clients on the IMPAC II Committee Management Module. Advised NCI CMO specialist on IMPAC II updates and provide training (roster and coding of members) when necessary. Provided training to the NCI CMO specialists on Waiver Policy and Procedures, GovTrip for travel, HR documents to process SGEs (EHRP actions), Secure Email for the advisory board members, ITAS and Federal Register Notices. Created Travel guidelines to assist other Committee Management Specialist with travel. Created EHRP guidelines to assist Committee Management Specialists and the ARC with HR procedures.

Prepared materials, Microsoft PowerPoint presentations, and participated in the NCI DEA Brown Bag meetings to discuss any new or updated CMO activities that affected NCI review staff duties, for instance, the updates to OFACP waiver policy, the coding of meeting materials, training on FACA, and information regarding the Office of Research Integrity (ORI).

Coordinated necessary administrative procedures, reviews and analyzes recommendations to assure compliance with the conflict of interest statutes, regulations and NIH policy and procedures by assigned Special Government (SGE) Employee Advisory committee members.

EDUCATION

Montgomery College
Takoma Park, MD
(Attended and Studied)

Virginia Polytechnic Institute
Blacksburg, VA
(Attended and Studied)

HONORS AND AWARDS

NIH DIRECTOR'S AWARD (DECEMBER 2021)
WITH-IN-GRADE STEP INCREASE (JUNE 2021)
OD GROUP AWARD (MAY 2021)
PERFORMANCE AWARD (MARCH 2021)
OD GROUP AWARD (NOVEMBER 2020)
PERFORMANCE AWARD (MARCH 2020)
OD GROUP AWARD (AUGUST 2019)
PROMOTION (JUNE 2019)
QUALITY STEP INCREASE (APRIL 2019)

NIH DIRECTOR'S AWARD (AUGUST 2018)
PERFORMANCE AWARD (MARCH 2018)
WITH-IN-GRADE STEP INCREASE (DECEMBER 2017)
GROUP AWARD (AUGUST 2017)
PERFORMANCE AWARD (MARCH 2017)
PROMOTION (DECEMBER 2016)
WITH-IN-GRADE STEP INCREASE (JUNE 2016)
PERFORMANCE AWARD (MAY 2016)
TIME OFF AWARD (FEBRUARY 2016)
PERFORMANCE AWARD (JULY 2015)
WITH-IN-GRADE STEP INCREASE (JUNE 2015)

REFERENCES

(b) (6)